

Look but Don't Book

Go to Trip Search. If you do not see it on the left side of your screen, click on [SAP Concur](#) at the top left of your screen. Enter the search parameters for your flight and click 'Search'. After the Matrix loads, you can Sort by various parameters. If you don't want to spend all day flying, you can select 'Duration' to sort by. Be aware that if you choose a flight that is more than \$200 in excess of a reasonable flight, it will give you a warning. However, if you are being reasonable, you can select a flight that is shorter in duration and costs a bit more than the least expensive. When you find the flight you like, click on 'Show all details' (below the price). This shows how long flights and layovers are. Be wary of short layover times. Once you have found the flight you want, take a screen shot. I like to use the 'Snipping Tool', but use what you like.

The screenshot shows a flight search result for a round trip. The top section displays two flight options: 03:10p EUG → 07:20p SAN (1 stop SFO, 4h 10m) and 05:20p SAN → 10:14p EUG (1 stop SFO, 4h 54m). A price tag of \$416.03 is visible. Below this, it states 'Most Preferred Airline for University of Oregon' and 'Hide all details'. The 'DEPART' section is for 'Fri, Nov 2' from Eugene, OR to San Diego, CA, with a 1h 01m layover in San Francisco, CA. It lists two flight segments: 03:10p EUG → 04:49p SFO (1h 39m, United 5347, Canadair Regional Jet, operated by SKYWEST DBA UNITED EXPRESS) and 05:50p SFO → 07:20p SAN (1h 30m, United 1798, Airbus Industrie A319). The 'RETURN' section is for 'Thu, Nov 8' from San Diego, CA to Eugene, OR, with a 1h 52m layover in San Francisco, CA. It lists two flight segments: 05:20p SAN → 06:51p SFO (1h 31m, United 2016, Airbus Industrie A319) and 08:43p SFO → 10:14p EUG (1h 31m, United 2052, Airbus Industrie A319). At the bottom, 'Fare Details' are shown: Economy (H) / Economy (H) / Economy (K) / Economy (K), Free Checked Bags (0), and Refundable (No). A green checkmark icon and a price tag of \$416.03 are also present.

Flight Segment	Origin	Destination	Duration	Airline	Aircraft	Operator
03:10p EUG → 04:49p SFO	EUG	SFO	1h 39m	United 5347	Canadair Regional Jet	SKYWEST DBA UNITED EXPRESS
05:50p SFO → 07:20p SAN	SFO	SAN	1h 30m	United 1798	Airbus Industrie A319	
05:20p SAN → 06:51p SFO	SAN	SFO	1h 31m	United 2016	Airbus Industrie A319	
08:43p SFO → 10:14p EUG	SFO	EUG	1h 31m	United 2052	Airbus Industrie A319	

You'll need this for your request or to send to your travel coordinator if they are booking your flight. If using the online form, please send the screen shot to the travel coordinator in a separate email.