Look But Don’t Book

When you sign into Concur, the landing page has a TRIP SEARCH on the left panel. Enter the From and To Airports and the dates you want to travel, then click on Search.
This page offers a lot of information and lets you narrow down the flight you want. Look at the Matrix. If you try to book the Nonstop flight for $662.40, you will get a warning and may have to pay for some of your flight. Be reasonable in your selection. If you want to leave or arrive around a certain time, you can narrow down the flights by using the sliders on the left. You can change how the flights are sorted but making a different selection. Duration and Stops are helpful if you have time constraints, but again, be reasonable. If you select a flight that’s more than $200 or so than a reasonably priced flight, you’ll get a warning. But, you don’t have to choose the cheapest flight if the flight duration is unreasonable for the distance that you are traveling.

Choose the flight you want and take a screen shot so you have the information handy for entering your request.