Using the wizard

In this sample, we will use the wizard to book a flight, car, and hotel.

*Keep the following in mind* - the wizard is configurable. Some of the options you see here may not be available to you; you may have options not shown here.
Enter the departure and arrival cities, dates, and times.

Choose whether to pick up the rental car at the airport.

If you select **Find a Hotel**, the wizard expands so you can make the desired choices for the hotel.

Make any other choices and click **Search**.

---

**Concur Travel User Guide**

Page 2 of 12
Depending on your configuration, you may be notified that there are non-stop flights but they don't exactly fit the times you have entered. If you want, you can change your search criteria to include the non-stop flight.

**Flight search results**

The flight search results appear.

![Flight search results](image)

- **Shop by fare or schedule.**
- **Filter by stops and/or carrier.**
- **Change your search criteria, use the sliders for flights and price, select other options, filter by airport.**
Use these tools on the **Shop by Fares** tab.

Click **compare**. This flight "floats" to the top so it is easy to compare to other selected flights.

Click **show details** to expand the flight information.

Review the fare rules.
Select or add a frequent flyer program.

Check seat availability (depending on the airline).
Use these tools on the **Shop by Schedule** tab.

Click **more like this** to see similar flights.

Check seat availability (depending on the airline).

On either tab, hover the mouse over the various icons to see the help text.
You can also use the matrix to filter by the number of stops and/or carrier.

Select a flight. This flight "floats" to the top so it is easy to compare to other selected flights.

When ready, click Reserve:

- If the button is green, the rate selected is within policy.
- If the button is yellow, the rate is outside of policy and, if you select it, you will be required to enter additional information.
- If the button is red, the rate is outside of policy and, if you select it, you will be required to enter additional information. The trip will not be ticketed until it receives approval from a manager.

Depending on your configuration, you may be reminded about choosing the lowest logical fare for your flight.
The wizard moves to the next step. In this case, we elected to rent a car so the rental car search results appear next.

**Rental car search results**

Filter by vendor and/or car size.

Change your search criteria, select other booking options (like GPS or ski rack) and filters, use or add a mileage program.

View images.
When ready, click **Reserve**. The wizard moves to the next step. In this case, we elected to reserve a hotel so the hotel search results appear next.

### Hotel search results

Select your preferences, change your search criteria, use the price slider, select a chain, select other amenities.
When ready, click **Reserve**. The wizard moves to the next step.
Review the itinerary

When you click **Next**, complete the final page.

The final itinerary appears.
Trip from Seattle to Dallas

Nov 15 - Nov 19

Comments to Agent: DEMO, TEST TRIP, DO NOT BOOK; DO NOT CANCEL UNTIL AFTER Oct 17 PM

Trip Record Locator: XMBC86, Created on: 10/27/2020

Passengers: Brown, Terry

Air

Seattle, WA (SEA) to Dallas, TX (DFW)

Nov 15

Seattle (SEA): 7:08 AM

Alaska Airlines: 4660

Duration: 2 hours, 36 min

Terminus: E

Flight Information

Distance: 1857 miles

Checked: Nov 15 (11:43 PM)

Checked out: Nov 19 (12:04)

Hotel

Homewood Suites by Hilton
7800 Dallas Dr Irving, Texas, 75062
972 929 2202

Nov 15

Checking in: Nov 15 (11:38)

Checking out: Nov 19 (12:04)

Room: 1, Days: 0, Guests: 1

Confirmation Number: 05574277

Daily rate: $159.15 USD

Total rate: $318.30 USD

Cancellation Policy:

Deposit may be charged immediately.

Cancel before 4pm or forfeit cancellation deposit.

Deposit: $159.30 USD

Rate Code: AOYU01

Remainder:

HST492990RSNOV 01 CANCEL BEFORE 4PM

Car

Car Rental at Dallas (DFW)

Nov 15

Pickup: Nov 15 12:56 PM

Dallas (DFW)

Rate Code: LAXY00Z

Total rate: $90.00 USD

A drop off charge will be applied to this one-way booking.

Rental Details

Avis Car 1

Intermediate / Car / Automatic transmission / Air conditioning / Special Instructions: None

For assistance with this rental car booking, please contact the

Hotel

Dallas, TX (DFW) to Seattle, WA (SEA)

Nov 19

Dallas (DFW): 6:40 PM

Alaska Airlines: 4661

Duration: 4 hours, 22 minutes Nonstop

Seattle (SEA): 4:41 PM

Flight Information

Distance: 1857 miles

View Fare Rules

Total Estimated Cost: $687.44 USD

Ticket Not yet issued, Airfare quoted in itinerary is not guaranteed until tickets are issued

Stock generated on 10/27/2011 11:20 AM

Your Itinerary has been saved.