

Concur Travel User Guide

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.

The screenshot shows the Concur Travel wizard interface. At the top, it says "Welcome, Terry L Brown" and the Concur logo. Below the logo is a navigation bar with tabs: "My Concur", "Request", "Travel", "Expense", "Invoice", and "Reporting". Underneath is a secondary navigation bar with links: "Home", "Trip Library", "Templates", "Policy", "Profile", "Tools", and "Cliqbook XA".

The main content area is titled "A Better Travel Companion" and includes a smartphone image. Below this is a "Travel Information" section with a "You recently stayed" notification. The "Company Notes" section is partially visible.

The "Flight" wizard is the primary focus, with tabs for "Flight", "Car", "Hotel", "Taxi", "Rail", and "Flight Status". The "Flight" tab is selected. It features radio buttons for "Round Trip" (selected), "One Way", and "Multi-Segment".

Fields for "Departure City" and "Arrival City" are present, each with a "Select from map" link. The "Departure" section includes a "depart" dropdown, "Morning" time selection, and a "± 3" dropdown. The "Return" section includes a "depart" dropdown, "Afternoon" time selection, and a "± 3" dropdown.

Checkboxes for "Pick-up/Drop-off car at airport", "Find a Hotel", and "Refundable only air fares" are visible. The "Number of adults" is set to "1". A "Search" button is at the bottom.

Use the wizard on the **Travel** tab or on the **My Concur** tab (if you use Concur Travel & Expense).

Flight Car Hotel Taxi Rail Flight Status

Round Trip One Way Multi-Segment

Departure City SEA
 Seattle, WA - Seattle Tacoma Intl Arpt Select from map

Arrival City DFW
 Dallas, TX - Dallas Area Airports Select from map

Departure
 11/15/2010 depart Morning ± 3

Return
 11/19/2010 depart Afternoon ± 3

Nov 2010						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Number of adults: 1

Search

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**.

Flight Car Hotel Taxi Rail Flight Status

Round Trip One Way Multi-Segment

Departure City SEA
 Seattle, WA - Seattle Tacoma Intl Arpt Select from map

Arrival City DFW
 Dallas, TX - Dallas Area Airports Select from map

Departure
 11/15/2010 depart Morning ± 3

Return
 11/19/2010 depart Afternoon ± 3

Pick-up/Drop-off car at airport

Find a Hotel
 Find hotels within 5 miles of
 Airport Address
 Company Location Reference Point / Zip Code

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
 Dallas, TX

With names containing:

Refundable only air fares

Number of adults 1

Search

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.

Welcome, Terry L Brown

Concur

My Concur Request **Travel** Expense Invoice Reporting Administration Profile

Home Trip Library Templates Policy Profile Tools Cliqbook XA

Seattle, WA To Dallas, TX Nov 15 - Nov 19 Print / E-mail Hide matrix

Baggage Fee Policies

All	Southwest	US Airways	Multiple Carriers	Alaska Airlines	American	Delta	Continental	United
626 results			975.40 4 results	975.40 1 results	995.40 6 results	--	--	--
Nonstop 11 results	--	--	975.40 4 results	975.40 1 results	995.40 6 results	--	--	--
1 stop 500 results	826.80 2 results	843.80 6 results	896.10 203 results	986.10 19 results	1006.10 126 results	1009.80 88 results	1013.80 34 results	1013.80 22 results
2 stops 115 results	837.50 10 results	1114.50 2 results	1111.50 57 results	--	--	2040.50 32 results	--	1019.00 14 results

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Displaying: 626 out of 626 results. <<Previous | Page: 1 of 63 | Next>> | All

Price	Carrier	Depart	Arrive	Stops / Duration
\$826.80	Southwest	SEA 9:20 am DAL 3:20 pm	DAL 4:05 pm SEA 7:00 pm	1 / 4h 45m 1 / 5h 40m
\$833.80	Southwest	SEA 10:30 am DAL 3:20 pm	DAL 7:00 pm SEA 7:00 pm	1 / 5h 1 / 5h 40m
\$837.50	Southwest	SEA 6:05 am DAL 3:20 pm	DAL 2:55 pm SEA 7:00 pm	2 / 5h 20m 1 / 5h 40m
\$837.50	Southwest	SEA 9:20 am DAL 3:20 pm	DAL 4:05 pm SEA 10:40 pm	1 / 4h 45m 2 / 6h 20m
\$837.50	Southwest	SEA 6:20 am DAL 3:20 pm	DAL 4:05 pm SEA 7:00 pm	1 / 4h 45m 1 / 5h 40m

Change Flight Search

Outbound

Depart: 6:00 AM - 12:00 PM

Arrive: 12:00 PM - 11:10 PM

Return

Depart: 12:00 PM - 5:55 PM

Arrive: 2:35 PM - 12:45 AM

Price

Choose currency: USD \$

Price: \$826.80 - \$2208.50

Display Settings

Hide Non-refundable Fares

Hide Propeller Planes

Depart/Return Same Airport Only

Airport Filters

Outbound

SEA - Seattle, WA (\$826.80)

Return

DFW - Dallas, TX (\$843.80)

DAL - Dallas, TX (\$826.80)

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.

Shop by Fares Shop by Schedule

Displaying: 581 out of 581 results.

Price	Carrier	Depart	Arrive	Stops / Duration
\$826.80	Southwest	SEA 9:20 am → DAL 4:05 pm DAL 3:20 pm ← SEA 7:00 pm		1 / 4h 45m 1 / 5h 40m
\$833.80	Southwest	SEA 10:30 am → DAL 7:00 pm DAL 3:20 pm ← SEA 7:00 pm		1 / 5h 1 / 5h 40m
\$837.50	Southwest	SEA 9:20 am → DAL 4:05 pm DAL 12:20 pm ← SEA 6:00 pm		1 / 4h 45m 2 / 6h 40m

Sorted By: Policy - Most Compliant

Displaying: 7 out of 409 results.

Shop by Fares Shop by Schedule

Sorted By: Policy - Most Compliant

Displaying: 7 out of 409 results.

Price	Carrier	Depart	Arrive	Stops / Duration
\$405.40	Alaska Airlines	SEA 7:00 am → DFW 12:50 pm DFW 1:50 pm ← SEA 4:12 pm		0 / 3h 50m 0 / 4h 22m

compare + show details +

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

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

Shop by Fares Shop by Schedule

Sorted By: Policy - Most Compliant

Displaying: 7 out of 409 results.

Price	Carrier	Depart	Arrive	Stops / Duration
\$405.40	Alaska Airlines	SEA 7:00 am → DFW 12:50 pm DFW 1:50 pm ← SEA 4:12 pm		0 / 3h 50m 0 / 4h 22m

compare + Hide details +

Outbound flight: Seattle, WA (SEA) - Dallas, TX (DFW) Nov 15

Alaska Airlines #660	Seattle Tacoma Intl Ar... (SEA) Depart: 7:00 am	Dallas Ft Worth Intl (DFW) Arrive: 12:50 pm
Stops: 0 Duration: 3h 50m Economy: V Boeing 737-900		

Return flight: Dallas, TX (DFW) - Seattle, WA (SEA) Nov 22

Alaska Airlines #661	Dallas Ft Worth Intl (DFW) Depart: 1:50 pm	Seattle Tacoma Intl Ar... (SEA) Arrive: 4:12 pm
Stops: 0 Duration: 4h 22m Economy: V Boeing 737-900		

Ticket non-refundable - penalties may apply; Change fee: 75 USD; (Apollo) [Fare Rules](#)

Frequent Flyer Programs: No Program selected [Add a Program](#) Reserve +

Use my default credit card: 'Demo Visa Card' Hide details +

Check seat availability (depending on the airline).

Alaska Airlines Flight: 660 Boeing 737-900
Seattle Tacoma Intl Arpt (SEA) - Dallas Ft Worth Intl (DFW)
11/15/2018
Seat Selection:

Select Seat Close

Seat assignment is subject to change up until time of departure

- Available seat
- Occupied seat
- Preferential seat
- Exit row
- Selected seat

Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Displaying: 581 out of 581 results.

Price	Carrier	Depart	Arrive	Stops / Duration
\$826.80	Southwest	SEA 9:20 am → DAL 4:05 pm DAL 3:20 pm ← SEA 7:00 pm		1 / 4h 45m 1 / 5h 40m
\$833.80	Southwest	SEA 10:30 am → DAL 7:00 pm DAL 3:20 pm ← SEA 7:00 pm		1 / 5h 1 / 5h

more like this +

More Like this

Outbound flight: count: 4

Return flight: count: 3

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

Use these tools on the **Shop by Schedule** tab.

Shop by Fares | Shop by Schedule | Sorted By: Depart - Earliest

Displaying: 90 out of 90 results.

From	Carrier	Depart	Arrive	Stops	Class
From: \$1009.80	Delta #1106 Delta #3336	SEA 6:00am → SLC 9:00am SLC 10:17am → DFW 1:57pm		0/2h 0/2h 40m	Economy
From: \$1015.30	United #468 United #838	SEA 6:00am → SFO 8:10am		0/2h 10m	Economy

Seat Map - Windows Internet Explorer

Delta Flight: 1106 Boeing 757-200
Seattle Tacoma Intl Arprt (SEA) - Salt Lake City Intl Arprt (SLC)

Check seat availability (depending on the airline).

On either tab, hover the mouse over the various icons to see the help text.

more like this

Turboprop plane

SEA DFW
DFW 1:50 pm ← SEA

more like this +

Connection time less than 45 minutes

SEA DFW
DFW 3:33 pm ← SEA 10:36 pm

more like this +

Flight arrives on a different day

SEA DFW
DFW 12:00 pm ← SEA 8:35 pm

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

You can also use the matrix to filter by the number of stops and/or carrier.

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

Welcome, Terry L Brown

Concur

Picking up the car at: (DFW) on 11/15/2010 12:50 PM
Returning on 11/19/2010 1:50 PM

Print / E-mail

Hide matrix

All 10 results	Intermediate Car	Standard Car	Full-size Car
E-Z	41.41	50.50	--
EXPRESS	46.55	49.75	--
Thrifty	46.55	49.75	--
ADVANTAGE	65.79	67.50	69.20
Hertz	85.49	--	--

Displaying: 10 out of 10 results.

Sorted By: Policy - Most Compliant

Intermediate Car (Apollo) [more info](#) **E-Z**

\$41.41 per day
Reserve

Unlimited miles
Pick-up: Terminal: DFW
Automatic transmission
Total cost \$264.55*

Intermediate Car (Apollo) [more info](#) **Thrifty**

\$46.55 per day
Reserve

Unlimited miles
Pick-up: Terminal: DFW
Automatic transmission
Total cost \$291.21*

Intermediate Car (Apollo) [more info](#) **EXPRESS**

Unlimited miles
Pick-up: Terminal: DFW

Car booking options

In-car GPS system Ski rack

Other Car Preferences:

Use the following Car Program:

[+ Add car Mileage Program](#)

Use my default credit card: 'Demo Visa Card'.

Change Car Search

Pick-up date: 11/15/2010 12:50 PM

Drop-off date: 11/19/2010 1:50 PM

Pick-up car at: Airport Terminal Off-Airport

Please enter an airport: DFW - Dallas Ft Worth Intl - Dallas, TX

Return car to another location

[More Search Options](#)

Car Display Filters

Choose currency: USD \$

Unlimited miles

Air conditioning

Hybrid

Car Transmission

Automatic

Manual

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.

Intermediate Car

\$46.55 per day
Reserve

Unlimited miles
Pick-up: terminal: DFW
Automatic transmission
Total cost \$291.21*

View images.

Picking up the car at: (DFW) on 11/15/2010 12:50 PM
Returning on 11/19/2010 1:50 PM

All 10 results	Intermediate Car	Standard Car	Full-size Car
E-Z	41.41	50.50	--
Alamo	46.55	49.75	--
Thrifty	46.55	49.75	--
ADVANTAGE	65.79	67.50	69.20
Hertz	85.49	--	--

Click **more info** to view additional information.

Thrifty Thrifty car rental in DALLAS FT WORTH INTL

Office Location: TERMINAL
Address: 3838 NORTHBOUND SERVICE RD
Phone: 877-283-0888 *SEE ARRIV FOR AFTE
Hours: MON-FRI 7AM-11PM, SAT-SUN 7AM-10PM

SPCL EQUIP RQSTIS
CSI/CT - CHILD SEAT INFANT OR CHILD SEAT TODDLER AVAILABLE ON REQUEST BASIS WITH PRICES RANGING FROM 5.00 PER DAY TO 15.00 PER DAY DEPENDING UPON THE LOCATION SELECTED.
FORMAT /SQ-CSI FOR INFANT /SQ-CT FOR TODDLER
HAND CONTROLS LEFT AND RIGHT
48-72 HOUR ADV NOTICE IS REQUIRED. AVAILABLE ON MOST STANDARD SIZE VEHICLES BEGINNING WITH THE INTERMEDIATE FORMAT... /SQ-HCL FOR LEFT AND /SQ-HCR FOR RIGHT
NAV - NAVIGATIONAL UNIT... REQUEST BASIS
LIMITED NUMBER OF UNITS AVAILABLE. PRICE RANGES FROM 9.99 TO 14.99 DEPENDING ON THE LOCATION SELECTED.
SKI - SKI RACKS... REQUEST BASIS... NOT AVAILABLE AT SOME LOCATIONS. LIMITED NUMBER OF ITEMS AVAILABLE. PRICES RANGE FROM 5.00 TO 8.95 PER DAY, BASED ON THE LOCATION SELECTED.

TAX-STATE/LOCAL
TAXES FEES SURCHARGES NOT INCLUDED IN BASE RENTAL RATE.
* STATE RENTAL TAX - 10.0 PERCENT PER RENTAL.
* COUNTY RENTAL TAX - 5.0 PERCENT PER RENTAL.
* CONCESSION RECOVERY FEE - 11.11 PERCENT PER RENTAL.
* FLEET LICENSE/TAX RECOVERY FEE - USD 1.00 PER DAY.
* CAR RENTAL FACILITY CHARGE - USD 4.00 PER DAY.
* COMMON TRANSPORTATION CARRIER - USD 2.20 PER DAY.
SEE 'FEES' FOR DETAILS ON FREQUENT FLYER SURCHARGE AND GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).

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

Welcome, Terry L Brown

Concur

Check-in Mon, Nov 15 - Check-out Fri, Nov 19

Map Satellite Hybrid

Dallas/Fort Worth International Airport

Sorted By: Policy - Most Compliant With names containing:

Displaying: 84 out of 84 results. <<Previous | Page: 1 of 9 | Next>> | All

1. Homestead Studio Suites Hotel	2.04 miles	\$40
7825 Heathrow Dr Irving, TX 75063	★ ★ ★ ★ ★	\$75
more info	compare	choose room
2. Motel 6	2.04 miles	\$40
7800 Heathrow Dr Irving, TX 75063	★ ★ ★ ★ ★	\$40
more info	compare	choose room
3. Sleep Inn DFW Airport	2.02 miles	\$65
4770 Plaza Dr Irving, TX 75063	★ ★ ★ ★ ★	\$65

Hotel Preferences

Room Type: Don't Care

Smoking Preference: Don't Care

Foam pillows Rollaway bed

Crib

Other Hotel Preferences:

Use my default credit card: 'Demo Visa Card'.

Change search

Price: Choose currency: USD \$


\$39 - \$495

Display Settings: E-Receipt Enabled

Hotel chain: Baymont Inns Best Value Inns Best Western Comfort Inns Comfort Suites Country Inn Courtyard

Show All | Hide All

Select your preferences, change your search criteria, use the price slider, select a chain, select other amenities.

more info	compare ↕	choose room
10. Homewood Suites by Hilton	1.98 miles	\$159
 7800 Dulles Dr Irving, TX 75063	★★★★☆	\$229
Displaying: 84 out of		

View images.



more info	compare ↕	choose room	\$110
			2.01 miles
			\$89
			★★★★☆
			\$109
more info	compare ↕	choose room	
			2.05 miles
			\$90
			★★★★☆
			\$125
more info	compare ↕	choose room	
			2.11 miles
			\$119
			★★★★☆
			\$139
more info	compare ↕	choose room	
			1.97 miles
			\$129
			★★★★☆
			\$129
more info	compare ↕	choose room	
			1.98 miles
			\$159
			★★★★☆
			\$229
more info	compare ↕	choose room	

Hotel Detail - Windows Internet ...

tel&chain=HG&propid=74293&startdate=20101115&gds=Apollo

Hotel Detail

HOMWOOD STES IRVING DFW ARPT

CONTACT INFORMATION
PHONE NUMBER: 1-972-929-2202
FAX NUMBER: 1-972-929-2251

STREET ADDRESS
7800 DULLES DRIVE
IRVING TX 75063
US

CANCELLATION POLICY
-CANCELLATION POLICY:
ALL RESERVATIONS MUST BE CANCELLED BY 6PM HOST TIME UNLESS DEPOSIT REQUIRED IF THIS RESERVATION HAS BEEN MADE ELECTRONICALLY PLEASE CANCEL IT ELECTRONICALLY TO AVOID CONFUSION AND A NO SHOW BILL POLICY SUBJECT TO CHANGE

FACILITIES
FACILITIES AND SERVICES-
EXPRESS MAIL MEETING FACILITIES
MULTI LINGUAL STAFF CRIBS
HIGH CHAIR PLAYPEN
COIN LAUNDRY BAGGAGE STORAGE
ELEVATORS LUGGAGE HOLD
ROOM SERVICE
-AIR CONDITIONING -MEETS BUILDING CODES
-CONVENIENCE STORE -DISABLED PARKING
-DISABLED ACCESS -MEETS ADA SPECS
-NON SMOKING ROOMS -SUITES
-HOTEL SAFE -GUEST LAUNDRY

Close

Click **more info** to view additional information.

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

11. Homewood Suites by Hilton 1.98 miles
 7800 Dulles Dr
 Irving, TX 75063
 more info **compare** choose room
 Displaying: 84 out of 84 results. << Previous | Page: 1 of 9 | Next >> | All

Compare List
 1. Homewood Suites by Hilton 1.98 miles
 7800 Dulles Dr
 Irving, TX 75063
 more info remove choose room
 Sorted By: Policy - Most Compliant With names containing:

10. Homewood Suites by Hilton 1.98 miles
 7800 Dulles Dr
 Irving, TX 75063
 more info compare **choose room**
 Displaying: 84 out of 84 results. << Previous | Page: 1 of 9 | Next >> | All

Click **choose room** to view room details and pricing.

Review the cancellation policy.
 Select or add a hotel program.

10. Homewood Suites by Hilton 1.98 miles
 7800 Dulles Dr
 Irving, TX 75063
 more info compare hide rooms
 Rate changes over duration of stay
 Best Available Rate 1 King Bed Studio Suite Nonsmoking Comp HI Speed Daily Hot Brkfst Lite Meal M-th (Rate Code: A05LV1) (Apollo) \$159
 Rate changes over duration of stay
 Best Available Rate 1 King Bed 1 Bedroom Suite Smoking Comp HI Speed Daily Hot Brkfst Lite Meal M-th (Rate Code: A01LV1) (Apollo) \$169
 Rate changes over duration of stay
 Best Available Rate 2 Queen Beds 1 Bedroom Suite Nonsmoking Comp HI Speed Daily Hot Brkfst Lite Meal M-th (Rate Code: A09LV1) (Apollo) \$169
 Rate changes over duration of stay
 Best Available Rate 2 Queen Beds 1 Bedroom Suite Smoking Comp HI Speed Daily Hot Brkfst Lite Meal M-th (Rate Code: A04LV1) (Apollo) \$169
 Rate details / Cancellation policy
 Use the following Hotel Program: No Program selected Reserve
 Add a Program

Check-in Mon, Nov 15 - Check-out Fri, Nov 19
 Hide Map Print / E-mail
 Map Satellite Hybrid
 Homewood Suites by Hilton
 7800 Dulles Dr
 Irving
 Rates: 159-229
 Choose
 Street View
 Map data ©2010 Google - Wonders of Use
 Legend

Locate the property on the map.

When ready, click **Reserve**. The wizard moves to the next step.

Review the itinerary

Hooville Itin Old Itin
[Print](#)

Trip from Seattle to Dallas Nov 15 - Nov 19

Description: (No Description Available)
 Comments to Agent: DEMO, TEST TRIP, DO NOT BOOK, DO NOT CANCEL UNTIL AFTER Oct 27 2PM
 Trip Record Locator: XMBCB6, Created on: 10/27/2010
 Passengers: Brown, Terry.

[View Fare Rules](#)

Monday Nov 15, 2010

Air

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

Nov 15	Alaska Airlines: #660	Duration: 3 hours, 50 minutes Nonstop
Why can't I change this flight? ?	Seattle (SEA) : 7:00 AM	Dallas (DFW) : 12:50 PM
	Confirmation Number: LWWVHM	Terminal: E
	Flight Information	Status: Confirmed
	Aircraft: Boeing 737-900	Distance: 1657 miles
	E-Ticket	Meal: Food for purchase
	Cabin: Economy (Y)	Seat: 12F(Confirmed) ?

Add: [P Parking](#) [Taxi](#) [Car](#) [Hotel](#)

Car

Car Rental at Dallas (DFW)

Nov 15	Thrifty	
Change Date ?	Picking up: Nov 15 12:50 PM	Returning: Nov 19 1:50 PM
Cancel this car ?	Dallas (DFW)	Dallas (DFW)
	Confirmation Number: F9VHJ0	Status: Confirmed
	Daily rate: \$46.55 USD	Total rate: \$291.21 USD
	A drop-off charge will be applied to this one-way booking.	
	Rental Details	
	# of Cars: 1	
	Intermediate / Car / Automatic transmission / Air conditioning	
	Special Instructions: NONSMOKING	
	For assistance with this rental car booking, please contact the	

Add: [Car](#) [Taxi](#) [Hotel](#)

Hotel

Homewood Suites by Hilton
7800 Dulles Dr Irving, Texas, 75063 972-929-2202

Nov 15	Checking in: Nov 15 (15:00)	Checking out: Nov 19 (12:00)
Change Date ?	Rooms: 1, Days: 4, Guests: 1	Status: Confirmed
Cancel this hotel ?	Confirmation Number: 85574377	
	Daily rate: \$159 USD	Total rate: \$636 USD
	Rate Code: A05LV1	Phone: 972-929-2202
	Cancellation Policy:	
	Deposit may be charged immediately	
	Cancel Before 6PM Or Partial Payment May Be Forfeited	
	Remarks:	
	HG74293ARR15NOV CXL: CANCEL BEFORE 6PM	

Add: [Taxi](#) [Car](#) [Hotel](#)

Friday Nov 19, 2010

Air

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

Nov 19	Alaska Airlines: #661	Duration: 4 hours, 22 minutes Nonstop
Why can't I change this flight? ?	Dallas (DFW) : 1:50 PM	Seattle (SEA) : 4:12 PM
	Terminal: E	
	Confirmation Number: LWWVHM	Status: Confirmed
	Flight Information	
	Aircraft: Boeing 737-900	Distance: 1657 miles
	E-Ticket	Meal: Food for purchase
	Cabin: Economy (Y)	Seat: 10F(Confirmed) Change Seat

Add: [P Parking](#) [Taxi](#) [Car](#) [Hotel](#)

Airfare quoted amount: \$887.44 [View Fare Rules](#)

Hotel: \$636.00

Car: \$291.21

Taxes and fees: \$87.96

Total Estimated Cost : \$1,902.61 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Itinerary generated on 10/27/2010 11:01 AM

If you close at this point your reservation will be cancelled.

<< Previous
Next >>
Cancel

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

The final itinerary appears.

Review the information and make any desired changes.

Trip Record Locator : XMBCB6

This trip complies with your travel policy.

Your itinerary has been saved. Concur Travel will service your itinerary.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Airfare must be ticketed by an agent by: 10/30/2010 11:59 PM Eastern.

Travel Contact Information

Agency Hours:

- Monday - Friday 6:00 am - 10:00 pm EST
- Saturday: 9:00 am - 5:00 pm CST

Phone: 888-662-6248

- Press '1' for Cliqbook Technical Support
- Press '2' for Assistance from a Travel Associate

After-Hours Service: 312-236-7356 or 888-662-6248, Press '2' and Follow Instructions on Voice Prompt
Please provide our agents with this code - Psuedo City Code: AC4I

Trip from Seattle to Dallas

Nov 15 - Nov 19

Description:

Comments to Agent: DEMO, TEST TRIP, DO NOT BOOK, DO NOT CANCEL UNTIL AFTER Oct 27 2PM

Trip Record Locator: XMBCB6, Created on: 10/27/2010

Passengers: Brown, Terry.

Monday Nov 15, 2010

Air

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

Nov 15	Alaska Airlines: #660	Duration: 3 hours, 5
	Seattle (SEA) : 7:00 AM	Dallas (DFW) : 12:50 PM
		Terminal: E
	Confirmation Number: LWVWHM	Status: Confirmed
Flight Information		
	Aircraft: Boeing 737-900	Distance: 1657 miles
	E-Ticket	Meal: Food for purcha
	Cabin: Economy (Y)	Seat: 12F(Confirmed)

Car

Car Rental at Dallas (DFW)

Nov 15	Thrifty	Thrifty
	Picking up: Nov 15 12:50 PM	Returning: Nov 19 1:50 PM
	Dallas (DFW)	Dallas (DFW)
	Confirmation Number: F9VHJ0	Status: Confirmed
	Daily rate: \$46.55 USD	Total rate: \$291.21 USD
	A drop-off charge will be applied to this one-way booking.	
Rental Details		
	# of Cars: 1	
	Intermediate / Car / Automatic transmission / Air conditioning	
	Special Instructions: NONSMOKING	
	For assistance with this rental car booking, please contact the	

Hotel

Hotel

Homewood Suites by Hilton
7800 Dulles Dr Irving, Texas, 75063 972-929-2202

Nov 15 **Checking in:** Nov 15 (15:00) **Checking out:** Nov 19 (12:00)

Rooms: 1, **Days:** 4, **Guests:** 1 **Status:** Confirmed
Confirmation Number: 85574377
Daily rate: \$159 USD **Total rate:** \$895.26 USD
Rate Code: A05LV1 **Phone:** 972-929-2202

Cancellation Policy:

Deposit may be charged immediately
Cancel Before 6Pm Or Partial Payment May Be Forfeited

Remarks:

HG74293ARR15NOV CXL:CANCEL BEFORE 6PM

Friday Nov 19, 2010

Air

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

Nov 19	Alaska Airlines: #661	Duration: 4 hours, 22 minutes Nonstop
	Dallas (DFW) : 1:50 PM	Seattle (SEA) : 4:12 PM
	Terminal: E	
	Confirmation Number: LWVWHM	Status: Confirmed
Flight Information		
	Aircraft: Boeing 737-900	Distance: 1657 miles
	E-Ticket	Meal: Food for purchase
	Cabin: Economy (Y)	Seat: 10F(Confirmed)

Airfare quoted amount: \$887.44 [View Fare Rules](#)

Hotel: \$636.00

Car: \$291.21

Taxes and fees: \$87.96

Total Estimated Cost : \$1,902.61 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Itinerary generated on 10/27/2010 11:03 AM

Your itinerary has been saved.

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