

Eight Easy Steps to book your trip on Concur Travel

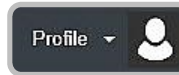
1. Select if you are booking the trip for yourself, a guest, or if you would like to use your traveler's profile.



TRIP SEARCH

Booking for myself | Book for a guest

Round Trip | One Way | Multi-Segment



Profile

2. Enter your date and time parameters, make your time search as wide as needed to accommodate your schedule flexibility



Round Trip | One Way | Multi-Segment

Departure City

Arrival City

Departure: 09:00 am ±3

Return: 05:00 pm ±3

Pick-up/Drop-off car at airport
 Automatically reserve this car
 Find a Hotel

3. Select your flights, rental car, and hotel. View available seats now or you can choose seats in the next step

Price	Depart	Arrive	Stops
\$131.01	SFO 09:00 am → LAX 10:30 am	0	
Select	LAX 05:00 pm → SFO 06:27 pm	0	
Compare	More like this +	Show details	

4. Review your flights and choose how you would like to pay for the airline ticket and guarantee your hotel. Airline tickets for business use should be charged to the campus (CTS).



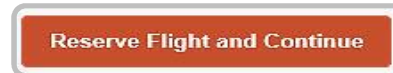
SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card. UC Campus CTS* test visa (-1111)

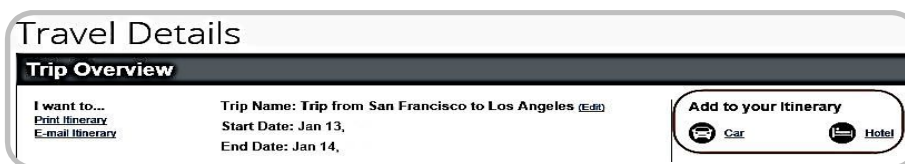
Edit | Add credit card

* Indicates credit card is a company card



Reserve Flight and Continue

5. Review your selections, add items, and continue on the trip detail page



Travel Details

Trip Overview

I want to... Print Itinerary E-mail Itinerary

Trip Name: Trip from San Francisco to Los Angeles (EAB)
 Start Date: Jan 13, End Date: Jan 14,

Add to your itinerary

Car Hotel



Next >> Cancel

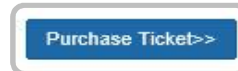
6. If your ticket is billed to the campus, enter your campus Direct Bill, SpeedType, PTA, Connexus ID, Trip Number, or Event Number. If you do not have your campus entry, you can leave this page blank and place on hold.



Trip Booking Information

Display Trip Hold Trip << Previous Next >> Cancel

7. Double check to make sure you booked the correct selections.
8. Purchase your trip, or if you booked a car or hotel only select confirm. You will receive a booking confirmation from "Concur Travel" and then your e-ticket invoice from



Purchase Ticket >>



Confirm Booking >>

Connexus.BCDTravel.Itn.Inv@bcdtravel.com (retain this copy for expense reports)