

PFMC Concur Helpful Tips – Booking Travel (Airfare/Rail/Hotel/Car Rental)

Note: You are not able to book flights until your name and TSA information is entered under your profile.

Log into Concur: <https://www.concursolutions.com/>

Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.



Login

User Name

Password

Remember user name on this computer

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

Search for trips: Include departure and arrival information. When information is entered in this area, additional dialog boxes will populate for dates and times.

The departure will default at 8 AM, and arrival at 5pm. Please make changes to this window if needed.

Note: The dropdown arrow is pre-defined at +2 to show flights that are two hours within the departure/arrival times. To see more flights, change this to a greater number.

Click Search



Hello, Patricia

+
New

00
Required Approvals

00
Available Expenses

01
Open Reports

00
Cash Advances

TRIP SEARCH

Booking for myself | [Book for a guest](#)

✈️
🚗
🛏️
🚆
🕒

If reserving flights on Southwest, no other airlines can be included on the same reservation. If you choose a Southwest flight, all other airlines will be excluded from the options offered. If you choose an airline other than Southwest, Southwest will be excluded from the options offered. If you would like to reserve Southwest and another airline, you will need to create separate reservations.

Air/Rail Search

Round Trip
 One Way
 Multi-Segment

Departure City
Find an airport | Select multiple airports

Arrival City
Find an airport | Select multiple airports

Departure
depart
09:00 am
± 2
▼

Return
depart
05:00 pm
± 2
▼

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

Specify airline
 Refundable only air fares
 AirCanada Promotional Code: (optional)

Class of Service:

Search flights by Price Schedule

Search

COMPANY NOTES

Welcome to Concur Travel & Expense!

Self Service
 Questions? Help is just a click away! Check out our training page where you will find interactive training simulations, a Quick Start guide with step-by-step instructions, and other training materials designed to get you up and running quickly.
 * Watch training videos * Download Quick Start Guides * Read FAQ's about the service

User Support Desk
 Contact Concur's User Support Desk via the "Support" button within Concur to check status of, update, and open new tickets online. The [Read more](#)

MY TASKS

00

Required Approvals →

Great! You currently have no approvals.

✓

00

Available Expenses →

You currently have no available expenses.

✓

01

Open Reports →

05/15 June Council Meeting
\$518.50

FACTS & STATS

Did you know?

To take the perfect photo of your receipt, use a flat surface and have a great light source or use the camera flash.

Did you know?

89% of business travelers agree that mobile technology improves their travel experience.

The Travel Wizard will provide multiple flights. To choose your flights, click on "Quote for Price" on both the outbound and return tabs on the center section.

Flights can be sorted by using the sort option.

Trip Summary

Select Flights

Round Trip
 PDX - SMF
 Outbound: Tue, 09/08/2015
 Return: Wed, 09/16/2015

Finalize Trip

Change Flight Search

Outbound - Tue, Sep 8

Depart 07:00 AM - 10:45 AM

Arrive 10:15 AM - 05:05 PM

Display Settings

Hide Propeller Planes

Airport Filters

Departure

PDX - Portland, OR

Arrival

SMF - Sacramento, CA

Connecting Airport Filters

PORTLAND, OR TO SACRAMENTO, CA TUE, SEP 8 - WED, SEP 16

Print / Email

Hide matrix

All 133 results	Alaska Airlines	Multiple Carriers	United	Delta	American Airlines	Southwest
Nonstop 1 results	--	--	--	--	--	1 results
1 stop 66 results	14 results	39 results	4 results	6 results	3 results	--
2 stops 66 results	33 results	1 results	4 results	10 results	18 results	--

Baggage Fee Policies Show fare display legend

Shop by Fares | Shop by Schedule

Sorted By: Depart - Earliest

Outbound | Return

Portland, OR - Tue, Sep 8

Displaying 133 out of 133 results. << Previous | Page: 1 of 14 | Next >> | All

Carrier	Depart	Arrive	Stops	Class	Seat Map
Alaska Airlines #423 Alaska Airlines #354 4h; Boeing 737, Boeing 737-800; (Apollo)	PDX 07:00 am → SEA 07:49 am 0	SEA 09:15 am → SMF 11:00 am 0	Economy		
	Quote for Price				
Alaska Airlines #423 American Airlines+ #7031 4h; * Operated by Alaska Airlines; Boeing 737; (Apollo)	PDX 07:00 am → SEA 07:49 am 0	SEA 09:15 am → SMF 11:00 am 0	Economy		
	Quote for Price				
United #794 United #5454 4h 32m; Airbus Industrie A320-100/200, Embraer EMB-120; (Apollo)	PDX 07:00 am → SFO 08:56 am 0	SFO 10:45 am → SMF 11:32 am 0	Economy		
	Quote for Price				
Alaska Airlines #423 Alaska Airlines #374 6h 58m; Boeing 737, Boeing 737-800; (Apollo)	PDX 07:00 am → SEA 07:49 am 0	SEA 12:15 pm → SMF 01:58 pm 0	Economy		
	Quote for Price				

Trip Summary



Select Flights

Round Trip
 PDX - SMF
 Outbound: Tue, 09/08/2015
 Return: Wed, 09/16/2015



Finalize Trip

Change Flight Search

Return - Wed, Sep 16

Depart: 03:20 PM - 06:25 PM
 Arrive: 07:20 PM - 12:15 AM

Display Settings

Hide Propeller Planes

Airport Filters

Departure
 SMF - Sacramento, CA

Arrival
 PDX - Portland, OR

Connecting Airport Filters

TUE, SEP 8 - WED, SEP 16

Hide matrix

All 123 results	United	Delta	Multiple Carriers	Alaska Airlines	American Airlines	Southwest
Nonstop 1 results	--	--	--	--	--	1 results
1 stop 31 results	3 results	5 results	15 results	7 results	1 results	--
2 stops 91 results	1 results	11 results	70 results	8 results	1 results	--

Baggage Fee Policies

Show fare display legend

Shop by Fares | Shop by Schedule

Sorted By: Depart - Earliest

Chosen Carriers

Outbound

Quote for Price	Alaska Airlines #423	PDX	07:00 am	→	SEA	07:49 am	0	Economy	
	Alaska Airlines #354	SEA	09:15 am	→	SMF	11:00 am	0	Economy	
4 hours; Boeing 737, Boeing 737-800; (Apollo)									
Remove									

Return

Quote for Price	Alaska Airlines #2072	SMF	04:15 pm	→	BOI	06:46 pm	0	Economy	
	Alaska Airlines #2318	BOI	08:40 pm	→	PDX	08:59 pm	0	Economy	
4 hours 44 minutes; De Havilland DHC-8 Dash 8-400; (Apollo)									
Remove									

Price these options

Outbound | Return

Selected flights will be displayed above the schedule.

Click price these options to continue.

Trip Summary



Select Flights

Round Trip
PDX - SMF
Outbound: Tue, 09/08/2015
Return: Wed, 09/16/2015



Finalize Trip

Change Flight Search

Outbound - Tue, Sep 8

Depart 07:00 AM - 10:45 AM
Arrive 10:15 AM - 05:05 PM

Return - Wed, Sep 16

Depart 03:20 PM - 06:25 PM
Arrive 07:20 PM - 12:15 AM

Price

\$196.00 - \$852.18

Display Settings

- Hide Non-refundable Fares
- Hide Propeller Planes
- Depart/Return Same Airport Only

Airport Filters

Outbound

- Departure
- PDX - Portland, OR (\$196.00)

- Arrival
- SMF - Sacramento, CA (\$196.00)

TUE, SEP 8 - WED, SEP 16

Hide matrix

All	Southwest	Alaska Airlines	Multiple Carriers	Delta	United
217 results					
Nonstop 1 results	196.00 1 results	--	--	--	--
1 stop 100 results	--	223.20 50 results	318.20 40 results	445.20 4 results	834.20 6 results
2 stops 116 results	--	227.20 86 results	322.20 30 results	--	--

Baggage Fee Policies

Show fare display legend

Compare List

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$290.20	Alaska Airlines	PDX 07:00 am → SMF 11:00 am	SMF 04:15 pm → PDX 08:59 pm	1	4h
Fares ✓				1	4h 44m
Remove				More like this +	Show fares ✓

Shop by Fares | Shop by Schedule

Sorted By: Stops

Expand All Details

Displaying: 217 out of 218 results.

<< Previous | Page: 1 of 22 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$196.00	Southwest	PDX 08:50 am → SMF 10:15 am	SMF 06:20 pm → PDX 07:45 pm	0	1h 25m
Fares ✓				0	1h 25m
Compare				More like this +	Show fares ✓
\$223.20	Alaska Airlines	PDX 08:45 am → SMF 01:58 pm	SMF 04:15 pm → PDX 08:59 pm	1	5h 13m
Select ✓				1	4h 44m
Compare				More like this +	Show details ✓
\$223.20	Alaska Airlines	PDX 08:45 am → SMF 01:58 pm	SMF 05:55 pm → PDX 09:15 pm	1	5h 13m
Select ✓				1	3h 20m
Compare				More like this +	Show details ✓

Fare for selected flights will show at the top of the screen, additional options are shown below.

If you would like to compare more fares, click compare.

Click on show fares to see more information about the flight you have selected.

Baggage Fee Policies
Show fare display legend

Outbound - Tue, Sep 8

Depart 07:00 AM - 10:45 AM

Arrive 10:15 AM - 05:05 PM

Return - Wed, Sep 16

Depart 03:20 PM - 06:25 PM

Arrive 07:20 PM - 12:15 AM

Price

\$196.00 - \$852.18

Display Settings

Hide Non-refundable Fares

Hide Propeller Planes

Depart/Return Same Airport Only

Airport Filters

Outbound

Departure

PDX - Portland, OR (\$196.00)

Arrival

SMF - Sacramento, CA (\$196.00)

Return

Departure

SMF - Sacramento, CA (\$196.00)

Arrival

PDX - Portland, OR (\$196.00)

Connecting Airport Filters

Compare List

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$290.20	Alaska Airlines	PDX	07:00 am → SMF	1	4h
Fares <input checked="" type="checkbox"/>		SMF	04:15 pm → PDX	1	4h 44m

Remove More like this Hide fares

Outbound flight: Portland, OR (PDX) - Sacramento, CA (SMF) Tue, Sep 8

Alaska Airlines #423	Portland Intl Arpt (PDX) Depart: Tuesday, 07:00 am Stops: 0 Duration: 49m Economy: Q Boeing 737	Seattle Tacoma Intl Ar... (SEA) Arrive: Tuesday, 07:49 am
Alaska Airlines #354	Seattle Tacoma Intl Ar... (SEA) Depart: Tuesday, 09:15 am Stops: 0 Duration: 1h 45m Economy: G Boeing 737-800	Sacramento Internation... (SMF) Arrive: Tuesday, 11:00 am

Return flight: Sacramento, CA (SMF) - Portland, OR (PDX) Wed, Sep 16

Alaska Airlines #2072	Sacramento Internation... (SMF) Depart: Wednesday, 04:15 pm Stops: 0 Duration: 1h 31m Economy: R De Havilland DHC-8 Dash 8-400	Boise Municipal Arpt G... (BOD) Arrive: Wednesday, 06:46 pm
Alaska Airlines #2318	Boise Municipal Arpt G... (BOD) Depart: Wednesday, 08:40 pm Stops: 0 Duration: 1h 19m Economy: R De Havilland DHC-8 Dash 8-400	Portland Intl Arpt (PDX) Arrive: Wednesday, 08:59 pm

Economy (Q)	Economy (Y)	Economy (Y)
\$290.20	(Refundable) \$293.20	(Refundable) \$755.20

Alaska Airlines - (Apollo)
[Fare Rules](#)
Ticket non-refundable - penalties may apply
 Change fee: 125 USD

No more fares available

[Hide fares](#)

Your company credit card will be used to purchase this trip.

The additional fare types are shown with pricing. Please choose non-refundable if you do not believe you will need to change your flight, or if the difference in pricing is great (more than \$200.00). In this case the refundable fare is \$3.00 higher than non-refundable and would be a better purchase. If there is a ticket price that is higher, you may be asked to provide information on why it is booked outside of PFMC policy (less than 10 days advance purchase, etc

Click appropriate fare, then click “select”.



Flights Selected

Round Trip

PDX - SMF

Outbound: Tue, 09/08/2015

Return: Wed, 09/16/2015



Finalize Trip

REVIEW FLIGHTS

Outbound flight: Portland, OR (PDX) - Sacramento, CA (SMF) Tue, Sep 8

Alaska Airlines #423	Portland Intl Arpt (PDX) Depart: Tuesday, 07:00 am Stops: 0 Duration: 49m Economy: Y Boeing 737	Seattle Tacoma Intl Ar... (SEA) Arrive: Tuesday, 07:49 am
Alaska Airlines #354	Seattle Tacoma Intl Ar... (SEA) Depart: Tuesday, 09:15 am Stops: 0 Duration: 1h 45m Economy: Y Boeing 737-800	Sacramento Internation... (SMF) Arrive: Tuesday, 11:00 am

Return flight: Sacramento, CA (SMF) - Portland, OR (PDX) Wed, Sep 16

Alaska Airlines #2072	Sacramento Internation... (SMF) Depart: Wednesday, 04:15 pm Stops: 0 Duration: 1h 31m Economy: V De Havilland DHC-8 Dash 8-400	Boise Municipal Arpt G... (BOI) Arrive: Wednesday, 06:46 pm
Alaska Airlines #2318	Boise Municipal Arpt G... (BOI) Depart: Wednesday, 08:40 pm Stops: 0 Duration: 1h 19m Economy: V De Havilland DHC-8 Dash 8-400	Portland Intl Arpt (PDX) Arrive: Wednesday, 08:59 pm

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

Primary Traveler Edit | Review all

Name: Patricia Lynn Crouse Phone: 5038202408

Frequent Flyer Programs [Add a Program](#)

For Alaska Airlines

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$230.70	\$62.05	\$293.20
Total Estimated Cost : \$293.20			
Total Due Now: \$293.20			

METHOD OF PAYMENT

This purchase will be charged to your company directly.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [Reserve Flight and Continue](#)

Review your flight information.

Select your seat.

Confirm Payment method.

Click "Reserve & Continue"

Verify your travel details. . .

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Portland to Sacramento [\(Edit\)](#)
Start Date: September 08, 2015
End Date: September 16, 2015
Created: May 18, 2015, Patricia Crouse *(Modified: May 18, 2015)*
Description: (No Description Available) [\(Edit\)](#)
Agency Record Locator: XNKMSS
Passengers: Patricia Lynn Crouse
Total Estimated Cost: \$293.20 USD [\(Details\)](#)

Add to your Itinerary
[Car](#) [Hotel](#)
[Wi-Fi](#)

Booked outside Concur? Enter your trip [manually](#), connect with [Tripl!](#), or send your itinerary to plans@concur.com.

Airfare must be ticketed by an agent by: 05/20/2015 2:00 AM Eastern
[Change frequent flyer program](#)

Don't forget your internet!  **GOGO WI-FI IS AVAILABLE ON SOME OF YOUR FLIGHTS:** 

Type of pass No. of Passes

All Day Pass \$14.00 each.

- \$14.00 each (Retail price ranges up to \$24.00).
- 24-hours of continuous access on a single airline.
- Expires 1 year from purchase.

How would you like to pay?

Please choose a credit card. [Add credit card](#)

[Purchase Gogo Wi-Fi](#)

By clicking Purchase Gogo "Wi-Fi", you agree to our:
[Privacy & cookie policy](#)
[Terms of use](#)
[Promotional code and gift card usage policy](#)

* Indicates credit card is a company card

Verify details, and add description (i.e., June Council Meeting).

The rest of the screen will contain your flight itinerary (Please review and scroll to the bottom).

Note: Additional options such as flight insurance, and internet are not considered reimbursable expenses.

TOTAL ESTIMATED COST

Air	View Fare Rules
Airfare quoted amount:	\$230.70 USD
Taxes and fees:	\$62.50 USD
Total Estimated Cost:	\$293.20 USD

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

Thank you for using Peak Travel, should you need technical assistance with the booking site, please call us at 877-848-4489 or email onlineToolSupport@peaktravel.com. Technical Support is available Monday to Friday are 8:00 am to 5:00 pm (Pacific). For assistance with reservations, please call you dedicated agent team at 800-999-2808. For emergency assistance with reservations outside of regular business hours, please call 866-305-8931.

REMARKS

PLEASE NOTE:-----
AIRLINE FLIGHT SCHEDULE CHANGES OR SERVICE IRREGULARITY
MAY OCCUR ON ANY FLIGHT RESERVATION. PLEASE CHECK
YOUR FLIGHTS STATUS AND RECONFIRM ALL FLIGHTS
PRIOR TO DEPARTURE.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel

Review costs, and click "Next" to continue.

A pop-up window will notify you that you do not have a car or hotel reservation. Click OK to continue.

Hotel reservations for Council Meetings are not to be made through this system.

Trip Summary



Finalize Trip

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name

This will appear in your upcoming trip list.

Trip Description (optional)

Used to identify the trip purpose

Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

Send my email confirmation as

- HTML Plain-text

Tripl Privacy

- Share trip destination and dates with your Tripl Connections and Groups.
- Make this trip private

Meeting [Required]

Meeting Location [Required]

You may HOLD this reservation until: 05/20/2015 02:00 am Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

- [Display Trip](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel](#)

Add comments to the travel agent, if needed.
Send a copy to another person.

Meeting information is required (Council Meeting).

Location – Most Council Meeting hotels are listed (This will be updated for normal Council meeting locations).

Click "Next" to continue.

Questions?

Contact:

Patricia Crouse

503-820-2408

Patricia.Crouse@noaa.gov