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/
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
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.
Selected flights will be displayed above the schedule.

Click price these options to continue.
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.
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’.
Review your flight information.
Select your seat.
Confirm Payment method.
Click “Reserve & Continue”
Verify your travel details...

## Travel Details

### TRIP OVERVIEW

<table>
<thead>
<tr>
<th>I want to...</th>
<th>Trip Name: Trip from Portland to Sacramento</th>
<th>Add to your Itinerary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date: September 08, 2015</td>
<td><strong>Car</strong></td>
</tr>
<tr>
<td></td>
<td>End Date: September 18, 2015</td>
<td><strong>Hotel</strong></td>
</tr>
<tr>
<td></td>
<td>Created: May 18, 2015, Patricia Crouse (Modified: May 18, 2015)</td>
<td><strong>WiFi</strong></td>
</tr>
<tr>
<td>Description:</td>
<td>(No Description Available)</td>
<td></td>
</tr>
<tr>
<td>Agency Record Locator: XINKMSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passengers:  Patricia Lynn Crouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Cost: $293.20 USD (Details)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Airfare must be ticketed by an agent by 9/20/2015 2:00 AM Eastern**
- **Change frequent flyer program**

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**GoGo Wi-Fi is available on some of your flights:**

<table>
<thead>
<tr>
<th>Type of Pass</th>
<th>No. of Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Day Pass 314.00 each</td>
<td>1</td>
</tr>
</tbody>
</table>

- $314.00 each (Retail price ranges up to $324.00).
- 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

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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.
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.*
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?

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