

Concur Online Booking Tool: Tips and Tricks

This document will highlight some tips and tricks users may take advantage of within the Concur Online Booking Tool. This document will be most helpful to users who are already familiar with the tool. If you wish to make yourself more familiar with the tool's basics, please see the other training documents located at <https://osutavel.osu.edu/book-online/concur-reference/>.

Table of Contents:

[Viewing Past and Upcoming Trips](#)

[Cloning Trips and Creating Templates](#)

[Cloning a Trip](#)

[Creating a Template from One of your Trips](#)

[Creating a Template from another Traveler's Trip](#)

[Creating a Template from Scratch](#)

[Viewing and Booking your Templates](#)

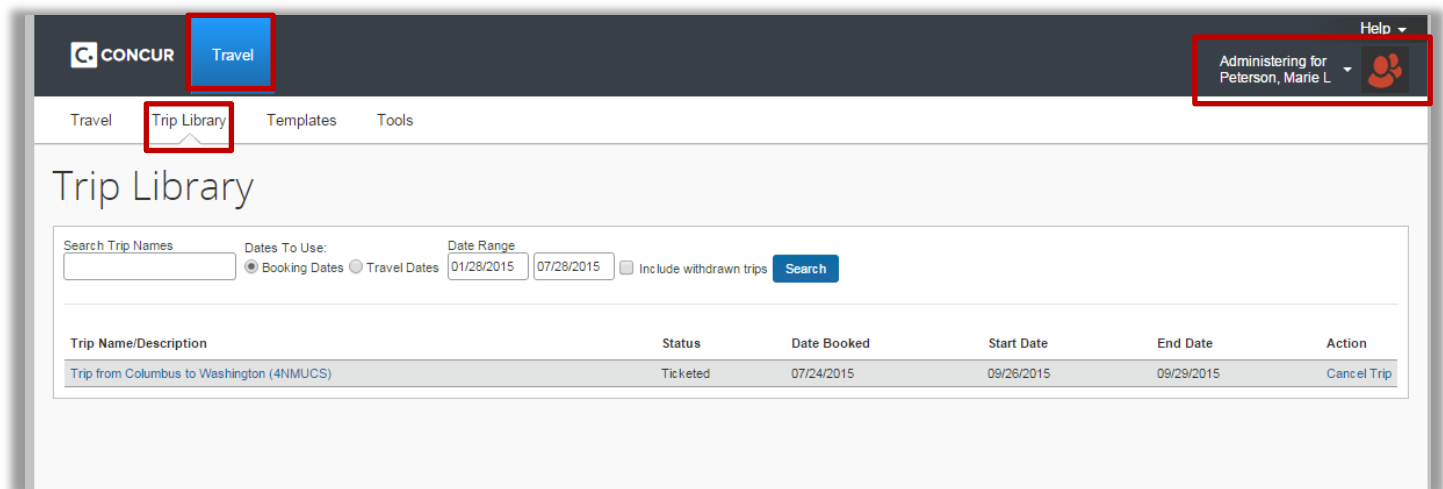
[Booking Multi-Segmented \(Multi City\) Trips](#)

[How do I Search for a Specific Flight Number?](#)

Viewing Past and Upcoming Trips:

Past and upcoming trips can be viewed in your "Trip Library." To access your Trip Library, select "Travel" from the top banner, then select "Trip Library."

If you are assigned the role of Travel Assistant, you may also access the trip library for the person you administer for. In order to do this, you will need to be administering on that person's behalf, then select "Trip Library."



The screenshot shows the Concur Online Booking Tool interface. At the top, there is a dark navigation bar with the Concur logo on the left and a "Travel" button highlighted with a red box. On the right side of the navigation bar, there is a user profile dropdown menu showing "Administering for Peterson, Marie L." with a red box around it. Below the navigation bar, there is a secondary menu with "Travel", "Trip Library" (highlighted with a red box), "Templates", and "Tools". The main content area is titled "Trip Library" and contains a search form with fields for "Search Trip Names", "Dates To Use" (with radio buttons for "Booking Dates" and "Travel Dates"), and "Date Range" (with date pickers for "01/28/2015" and "07/28/2015"). There is also a checkbox for "Include withdrawn trips" and a "Search" button. Below the search form is a table with the following columns: "Trip Name/Description", "Status", "Date Booked", "Start Date", "End Date", and "Action". The table contains one row: "Trip from Columbus to Washington (4NMUCS)", "Ticketed", "07/24/2015", "09/26/2015", "09/29/2015", and "Cancel Trip".

From the Trip Library, you may search by the name of your trip (if you assigned it at the time of booking), by booking dates, or travel dates. You also have the option to view any trips that were withdrawn (i.e. the trip was canceled or the booking process was not completed).

Did you know?

Even trips that are booked via Agent Assist with Corporate Travel Planners will show up in your Concur Trip Library.

[Table of Contents](#)

Cloning Trips and Creating Trip Templates:

[Cloning a Trip](#)

[Creating a Template from One of your Upcoming Trips](#)

[Creating a Template from another Travelers Upcoming Trip](#)

[Creating a Template from Scratch](#)

[Viewing and Booking your Templates](#)

One of the more unique tools within Concur is the ability to clone a trip, or create a trip template. For instance, if you travel frequently between Columbus and Washington DC you could create a template for that trip allowing you to save time when booking subsequent trips. If you and a coworker will be traveling together, you could use the Clone Trip feature to book the same flights for your coworker, provided they assign you as their Travel Assistant in Concur.

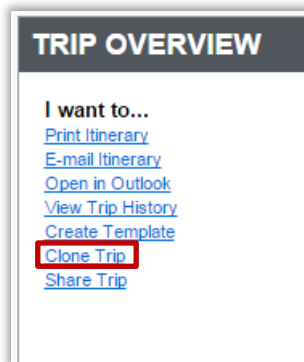
Below you will find guides for each type of Template, as well as instructions on cloning trips.

[Table of Contents](#)

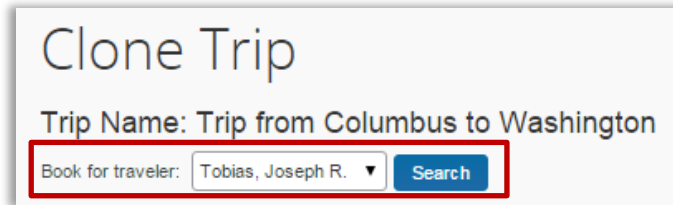
Cloning a Trip:

To clone a trip, first access your [“Trip Library”](#) and select the trip you wish to clone.

Under the “Trip Overview” section, select “Clone Trip.”

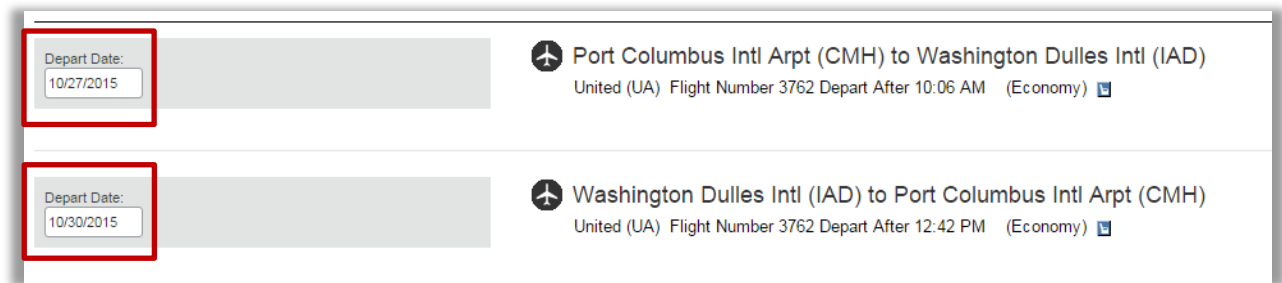


Select the Traveler for whom you would like the Cloned Trip to be booked. You will have the ability to Book the trip for any traveler who currently has you assigned as their Travel Arranger. For more information on travel arrangers see the training document titled: “Assigning a Travel Assistant in Concur” located at <https://osutrael.osu.edu/book-online/concur-reference/> .



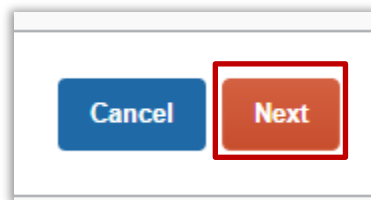
The image shows a 'Clone Trip' form. At the top, it says 'Clone Trip'. Below that, it says 'Trip Name: Trip from Columbus to Washington'. At the bottom, there is a field 'Book for traveler:' with a dropdown menu showing 'Tobias, Joseph R.' and a blue 'Search' button. A red box highlights the 'Book for traveler:' field and the 'Search' button.

Adjust the “Depart Dates” as needed.



The image shows a flight itinerary with two segments. The first segment is 'Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD)' with a 'Depart Date:' field set to '10/27/2015'. The second segment is 'Washington Dulles Intl (IAD) to Port Columbus Intl Arpt (CMH)' with a 'Depart Date:' field set to '10/30/2015'. Both 'Depart Date:' fields are highlighted with red boxes. The flight details for both segments are 'United (UA) Flight Number 3762 Depart After 10:06 AM (Economy)' and 'United (UA) Flight Number 3762 Depart After 12:42 PM (Economy)' respectively.

When you are satisfied, select “Next.”



The image shows two buttons: a blue 'Cancel' button and a red 'Next' button. The 'Next' button is highlighted with a red box.

Complete the booking process as usual from this point forward. For more information see the training documents titled: “Booking Airfare for Another Employee,” “Booking Airfare for a Guest,” and “Booking Airfare for Yourself.” The documents can be found at <https://osutrael.osu.edu/book-online/concur-reference/>.

[Table of Contents](#)

Creating Templates:

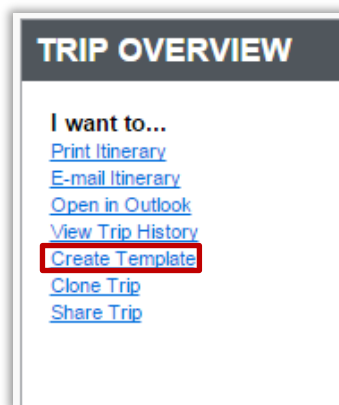
A Template can be created to quickly book the same trip multiple times, to repeat similar trips over different dates, or book a coworkers itinerary for yourself or another traveler.

Below outlines various methods for creating a template.

Creating a Template from one of your Trips:

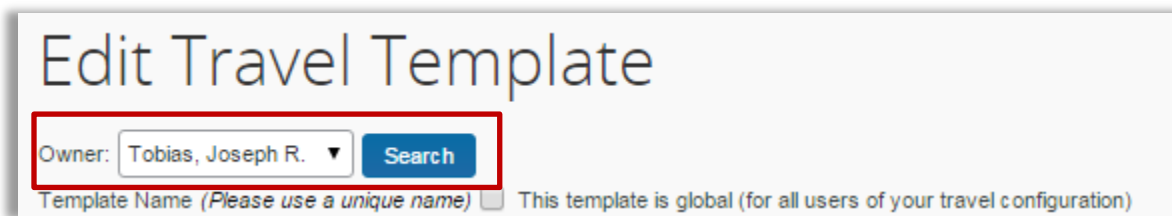
First access your [“Trip Library”](#) and select the trip you wish to use to create the template.

Under the “Trip Overview” section, select “Create Template.”

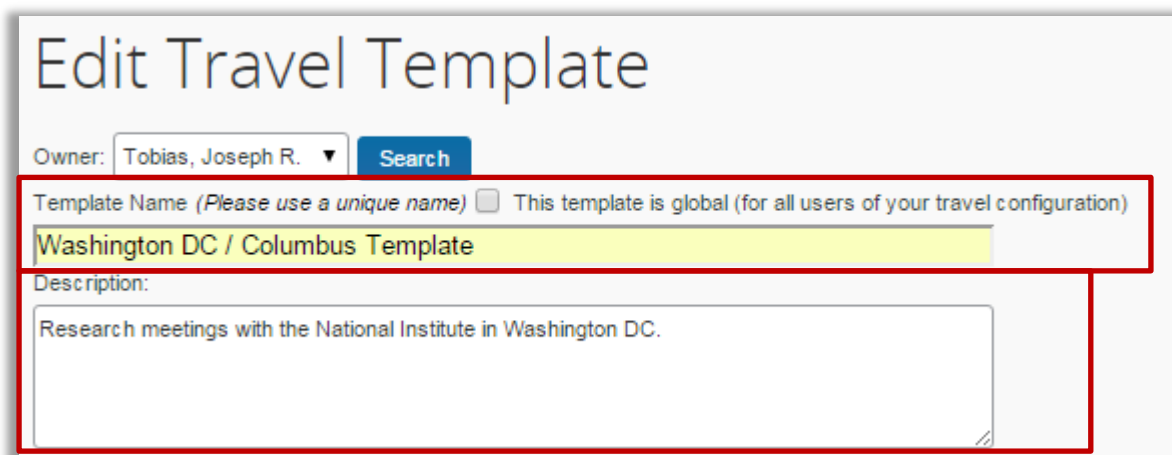


Select who you would like to be the “Owner” of the Template. For private templates, the owner is the only person who will have access to the template. Selecting the “This template is global” box will make this template available to all OSU users.

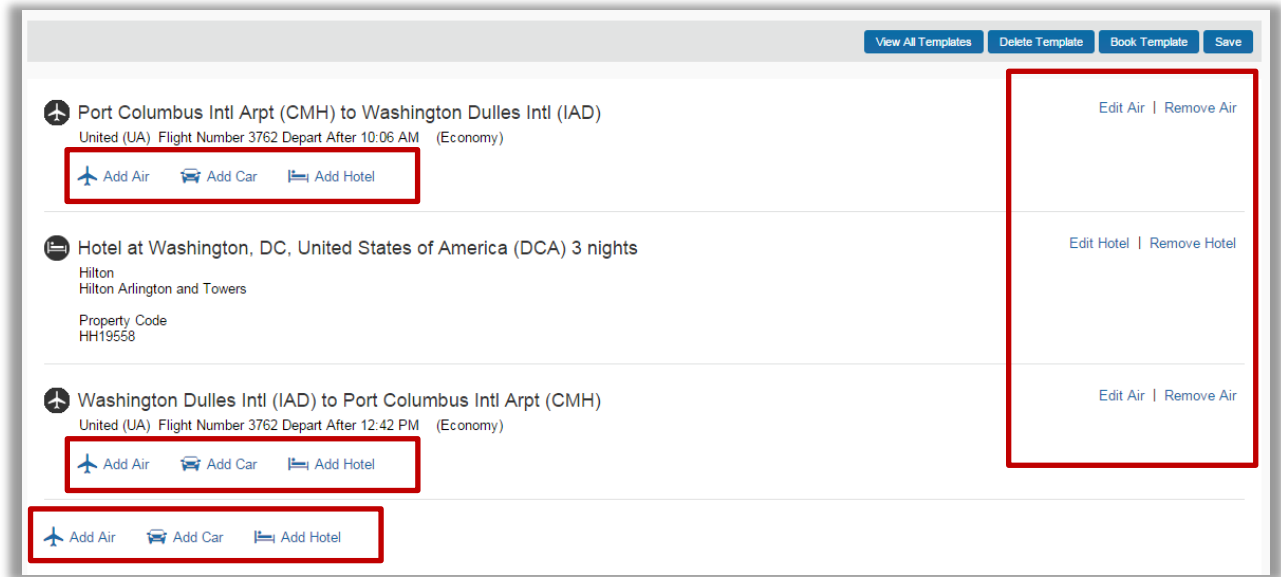
Important: If this template will be used for another traveler the “This template is global” box must be checked. If this box is not checked, the template owner will be the only person who will be able to be booked using this template.

A screenshot of the "Edit Travel Template" form. The "Owner:" dropdown menu is set to "Tobias, Joseph R." and the "Search" button is highlighted with a red rectangular box. Below the dropdown, there is a checkbox labeled "This template is global (for all users of your travel configuration)".

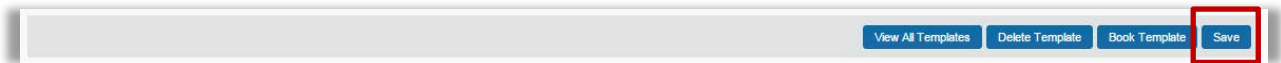
Give your template a name, and brief description.

A screenshot of the "Edit Travel Template" form. The "Owner:" dropdown menu is set to "Tobias, Joseph R." and the "Search" button is highlighted with a red rectangular box. Below the dropdown, there is a checkbox labeled "This template is global (for all users of your travel configuration)". The "Template Name" field contains the text "Washington DC / Columbus Template" and is highlighted with a red rectangular box. The "Description:" field contains the text "Research meetings with the National Institute in Washington DC." and is also highlighted with a red rectangular box.

Make any necessary adjustments to the template, such as adjusting the Air, adding Hotels, and/or Rental Cars (For instructions on adding each segment, see the instructions for [creating a template from scratch](#)).



When you are satisfied with your template, select “Save.”

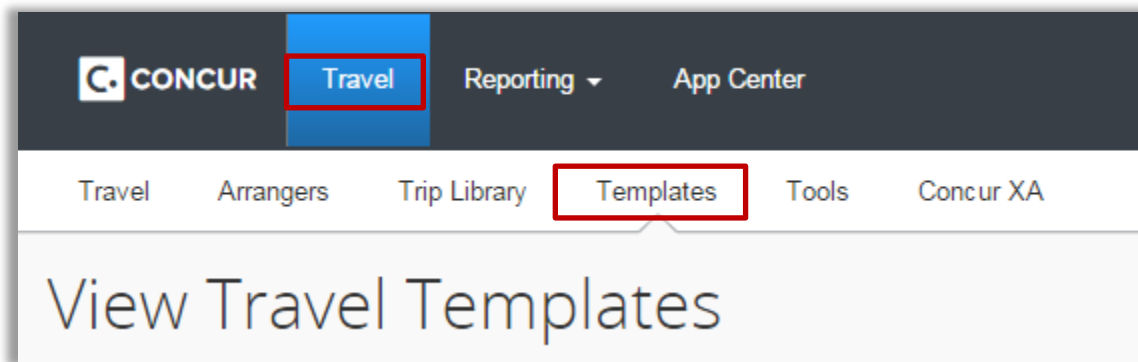


Your template can now be viewed and used to book via the [Templates Library](#).

[Table of Contents](#)

Creating a Template from another Traveler’s Trip:

Navigate to the “View Travel Templates” screen by selecting “Travel” then selecting “Templates.”



Select “[+] Add a New Template”.

View Travel Templates

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

You may choose from one of these pre-defined trip templates to speed your booking process. Simply select the trip you want to take, and Concur will use all the pre-defined travel information to book your trip. If you travel to the same locations repeatedly, you may create your own template, or use one defined by your travel management staff.

PERSONAL TRAVEL TEMPLATES -- JOSEPH R TOBIAS

[\[+\] Add New Template](#)

Give your Template a name, and brief description. Selecting the “This template is global” box will make this template available to all OSU users.

Important: If this template will be used for another traveler the “This template is global” box must be checked. If this box is not checked, the template owner will be the only person able to be booked using this template.

New Travel Template

Template Name: *(Please use a unique name)*
Washington DC / Columbus Template

Description:
Research meetings with the National Institute in Washington DC.

This template is global (for all users of your travel configuration)

Under the “Start this trip template from:” section, select the “Record Locator” radio button, and input the record locator into the field. Then select “Next” and the system will begin compiling the info for your template.

Start this trip template from:

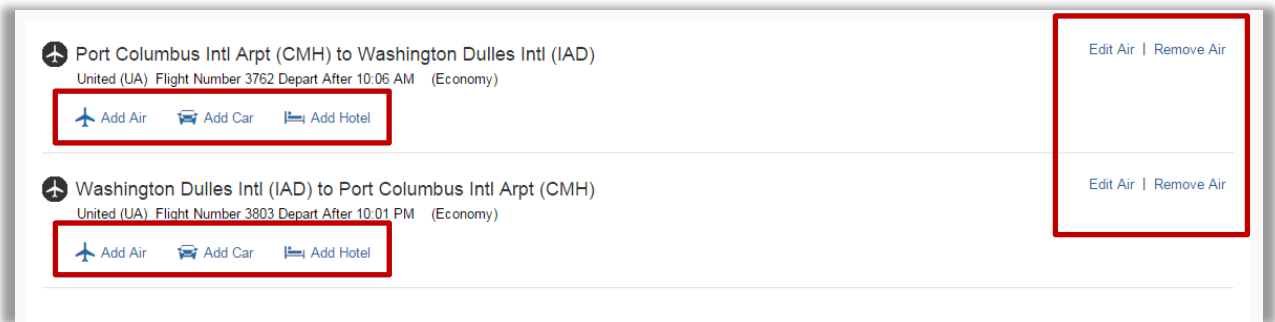
Start from an empty template

Record Locator: 4NMUCS

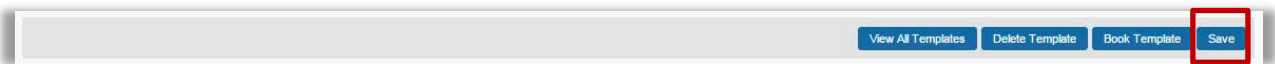
Existing Trip Template: Choose a template ▼

[Next](#) [Cancel](#)

Make any necessary adjustments to the template, such as adjusting the Air, adding Hotels, and/or Rental cars. See the instructions for [creating a template from scratch](#) for details on building your template.



When you are satisfied with your template, select “Save.”

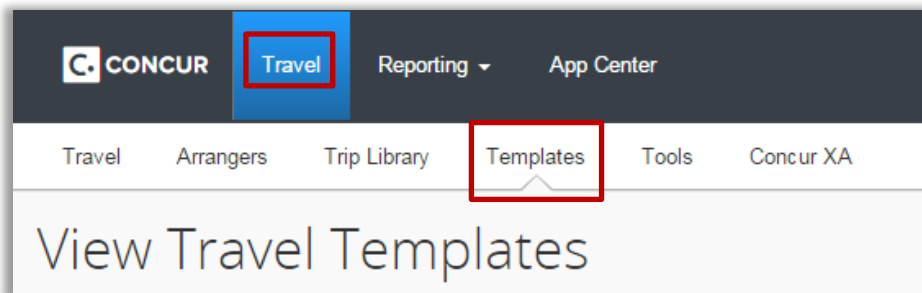


Your template can now be viewed and used to book via the [Templates Library](#).

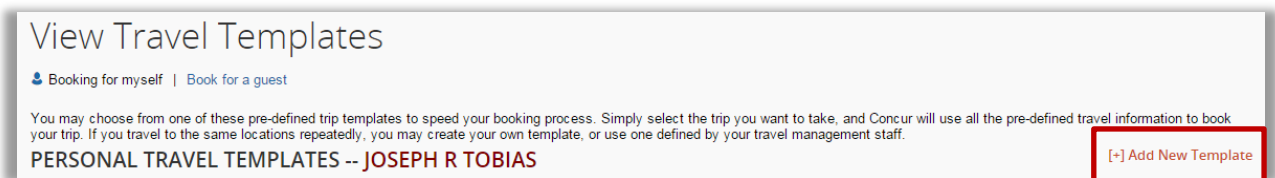
[Table of Contents](#)

Creating a Template from Scratch:

Navigate to the “View Travel Templates” screen by selecting “Travel” then selecting “Templates.”



Select “[+] Add a New Template”



Give your Template a name, and brief description. Selecting the “This template is global” box will make this template available to all OSU users.

Important: If this template will be used for another traveler the “This template is global” box must be checked. If this box is not checked, the template owner will be the only person able to be booked using this template.

New Travel Template

Template Name: *(Please use a unique name)*
Washington DC / Columbus Template

Description:
Research meetings with the National Institute in Washington DC.

This template is global (for all users of your travel configuration)

Under the “Start this trip template from:” section, select the “Start from an empty template” radio button, and then select “Next” to continue.

Start this trip template from:

Start from an empty template

Record Locator:

Existing Trip Template: Choose a template ▼

Next Cancel

Begin building your template by selecting “Add Air.”

Edit Travel Template

Owner: Tobias, Joseph R. Search

Template Name *(Please use a unique name)* This template is global (for all users of your travel configuration)
Washington DC / Columbus Template

Description:
Research meetings with the National Institute in Washington DC.

View All Templates Delete Template Book Template Save

Add Air Add Rail Add Car Add Hotel

You will add each air segment of your trip separately.

Put in the flight information for your first air segment, using either the “General Search” or “Search for a specific flight” radio buttons. If you select the “Search for a specific flight” you will have to provide an airline and flight number. The template will then only search for that specific flight when used.

Edit Template Segment

FLIGHT INFORMATION

Please enter flight segment information. You may enter a carrier and a flight number to search for specific flights.

Air Segment:

General Search Search for a specific flight

Carrier: Flight Number:

Departure City:

Arrival City:


Time: Depart After

Cabin: (optional)

When you are satisfied with your segment, select “Save.”

You will now see that segment added to your template.

[View All Templates](#) [Delete Template](#) [Book Template](#) [Save](#)

 Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD) [Edit Air](#) | [Remove Air](#)

United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

[Add Air](#) [Add Car](#) [Add Hotel](#)

Select “Add Air” and repeat the step for your return flight, be sure you input the correct departure and arrival cities for the return leg.

[View All Templates](#) [Delete Template](#) [Book Template](#) [Save](#)

✈ Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD) [Edit Air](#) | [Remove Air](#)
United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

[✈ Add Air](#) [🚗 Add Car](#) [🏨 Add Hotel](#)

Edit Template Segment

FLIGHT INFORMATION

Please enter flight segment information. You may enter a carrier and a flight number to search for specific flights.

Air Segment:

General Search Search for a specific flight

This flight is a connection to a previous flight.

Carrier	Flight Number
<input type="text" value="United"/>	<input type="text" value="3762"/>

Departure City

Arrival City

Time
Depart After

Cabin: (optional)

Select "Save" when satisfied.

[Cancel](#) [Save](#)

Review both air segments for accuracy.


✈ Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD) [Edit Air](#) | [Remove Air](#)
United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)




[✈ Add Air](#) [🚗 Add Car](#) [🏨 Add Hotel](#)


✈ Washington Dulles Intl (IAD) to Port Columbus Intl Arpt (CMH) [Edit Air](#) | [Remove Air](#)
United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)




[✈ Add Air](#) [🚗 Add Car](#) [🏨 Add Hotel](#)

If you would like to add a hotel, select "Add Hotel." Be sure you select the "Add Hotel" link under the appropriate segment.

 Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD) Edit Air | Remove Air
 United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

 Add Air
  Add Car
  Add Hotel

 Washington Dulles Intl (IAD) to Port Columbus Intl Arpt (CMH) Edit Air | Remove Air
 United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

 Add Air
  Add Car
  Add Hotel

Input the number of nights you will be staying in the hotel.

Edit Template Segment

HOTEL INFORMATION

You may enter up to 4 hotels. Concur will search for all hotels entered.

Number of Nights: *

Select “Search for this hotel” to find a hotel. You may enter multiples if desired.

[Search for this hotel](#) [Clear this property](#)

Vendor *	Hotel Name *	Prop. Code *	Rate Code	Rate Amount
Please choose a vendor ▼	<input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Enter your Search Parameters to locate the hotel, and then select “Search.”

Find hotels within Distance Units miles ▼ of

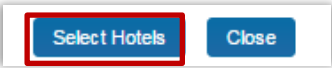
Airport
 Address
 Company Location
 Reference Point / Zip Code

Search

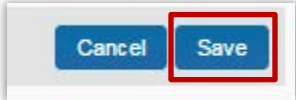
Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Arlington, VA

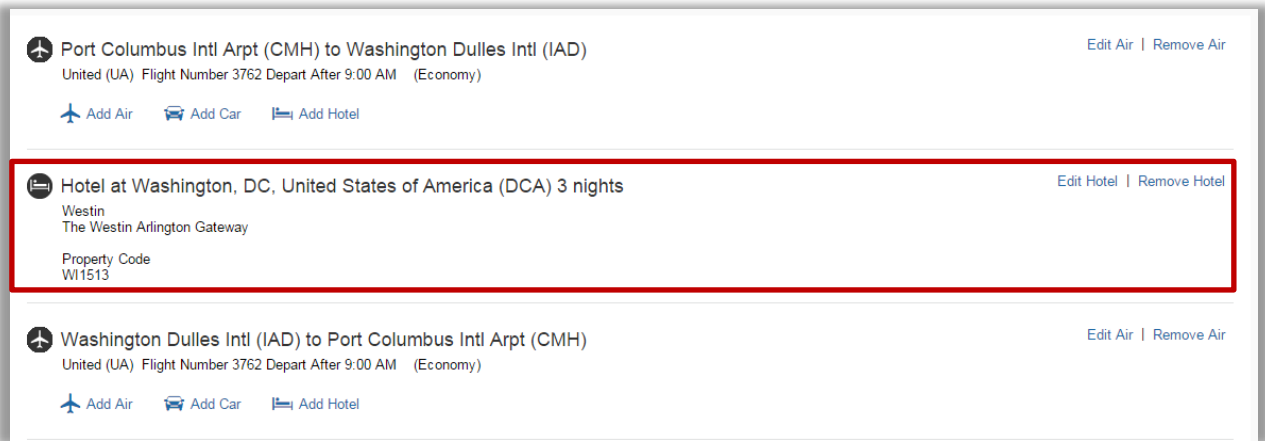
When you locate the hotel you want, select the check box, and then scroll to the bottom and select “Select Hotels.”



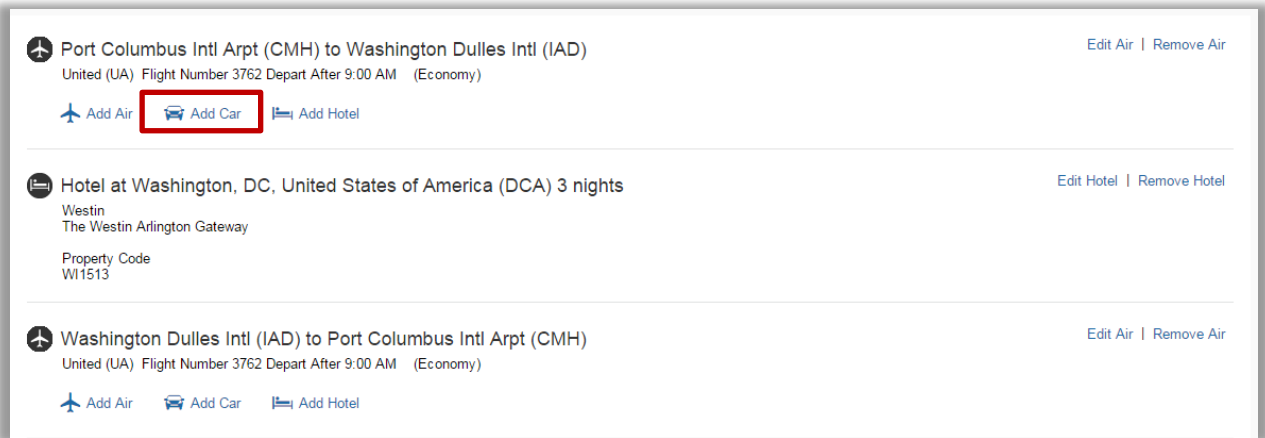
Select "Save" when you are done.



The hotel/hotels will now appear in your template.



To add a rental car to your trip template, select "Add Car." Be sure you select the "Add Car" link under the appropriate segment.



Select the Car Company, Car Type, and Number of Days for this rental.

CAR INFORMATION

Please enter details about this car.

Car Company Enterprise ▼	Car Type Economy Car ▼	Number of Days 1
-----------------------------	---------------------------	---------------------

Reminder: Enterprise and National are the preferred rental car suppliers for The Ohio State University. Utilizing Enterprise and National in conjunction with the OSU contract ensures that travelers receive OSU contract pricing, and meet OSU policy requirements for insurances when renting domestically.

Complete the Pick-up, Drop-off locations and time sections.

Pick-up car at <input checked="" type="radio"/> Airport Terminal <input type="radio"/> Off-Airport Please enter an airport. IAD - Washington Dulles Intl - Washington, DC	Drop-off car at <input checked="" type="radio"/> Airport Terminal <input type="radio"/> Off-Airport Please enter an airport. IAD - Washington Dulles Intl - Washington, DC
Please estimate when you want your car. If you have a flight on the same day as your pick-up or drop-off, we will automatically adjust the times to fit the flight. Pick-up Time: Morning ▼ Drop-Off Time: Morning ▼	

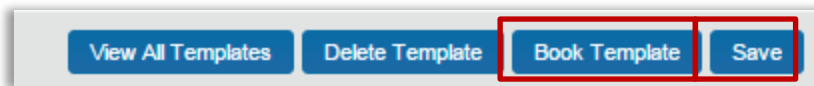
When you have finished making your selections, select “Save.”

Cancel	Save
--------	------

You should now see your Car Rental segment in your template.

✈️ Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD) United (UA) Flight Number 3762 Depart After 9:00 AM (Economy) ✈️ Add Air 🚗 Add Car 🏨 Add Hotel	Edit Air Remove Air
🚗 Car Rental at Washington, DC, United States of America (IAD) 1 night Renting from: Enterprise Pick Up: 9:00 AM Pick-up at: Washington Dulles Intl (IAD) Return: 9:00 AM Returning to: Washington Dulles Intl (IAD) Car Type: Economy Car, Automatic transmission Air conditioning	Edit Car Remove Car
🏨 Hotel at Washington, DC, United States of America (DCA) 3 nights Westin The Westin Arlington Gateway Property Code W1513	Edit Hotel Remove Hotel
✈️ Washington Dulles Intl (IAD) to Port Columbus Intl Arpt (CMH) United (UA) Flight Number 3762 Depart After 9:00 AM (Economy) ✈️ Add Air 🚗 Add Car 🏨 Add Hotel	Edit Air Remove Air

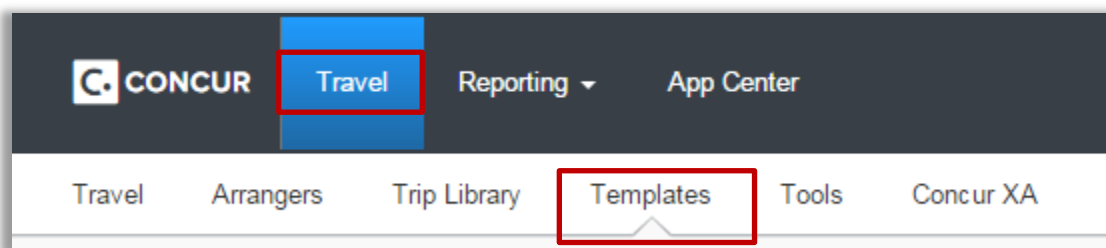
Review your template, and make any edits or other additions. When you are finished and satisfied, select “Save” to save the template for later, or “Book Template” to book with the template.



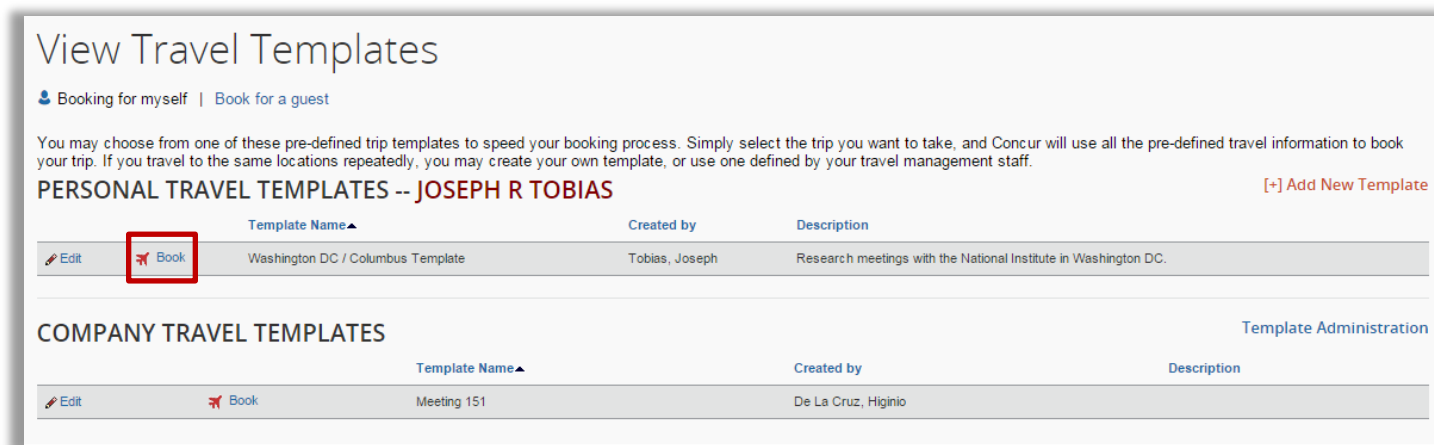
[Table of Contents](#)

Viewing and Booking Your Travel Templates:

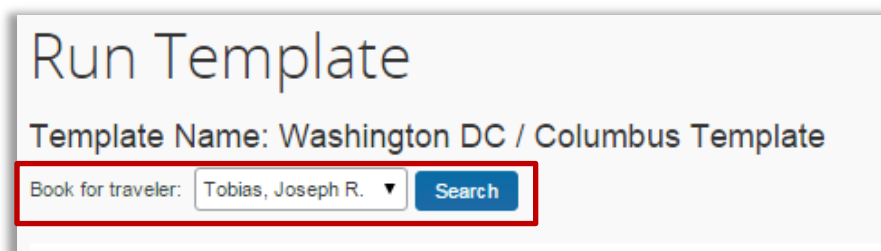
To view your saved travel templates, select “Travel” then select “Templates.” You will now be able to see any Personal Templates you or an assistant have created for you, as well as templates what are open to all OSU travelers.



To Book a trip based off of a template, find the template you wish to use, and then select “Book.”



Select the traveler for this trip. You will be able to book for yourself, a guest and any traveler who has assigned you as their Travel Arranger.



Input the dates of your trip, and select whether or not you want to search by specific flight numbers or not.

Search for these specific flights I would like to do a general search

Depart Date:

Search for this car I would like to do a general search

Pick Up: Return:

Search for this hotel I would like to do a general search

Checking In: Checking Out:

Depart Date:

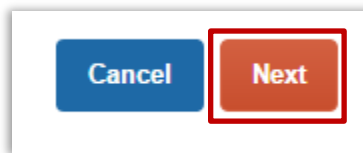
Port Columbus Intl Arpt (CMH) to Washington Dulles Intl (IAD)
United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

Car Rental at Washington, DC, United States of America (IAD)
Renting from: Enterprise
Pick Up: 9:00 AM
Pick-up at: Washington Dulles Intl (IAD)
Return: 9:00 AM
Returning to: Washington Dulles Intl (IAD)
Car Type: Economy Car, Automatic transmission Air conditioning

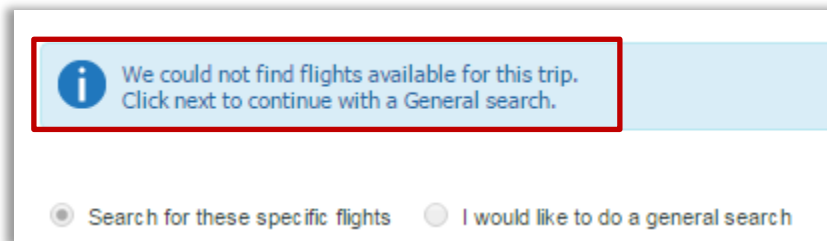
Hotel at Washington, DC, United States of America (DCA)
Westin
The Westin Arlington Gateway
Property Code
WI1513

Washington Dulles Intl (IAD) to Port Columbus Intl Arpt (CMH)
United (UA) Flight Number 3762 Depart After 9:00 AM (Economy)

When you are done select “Next” to begin the search.



If you are searching by specific flight, and those flights cannot be found you will receive an error message. If this happens select click next again, to do a general search.



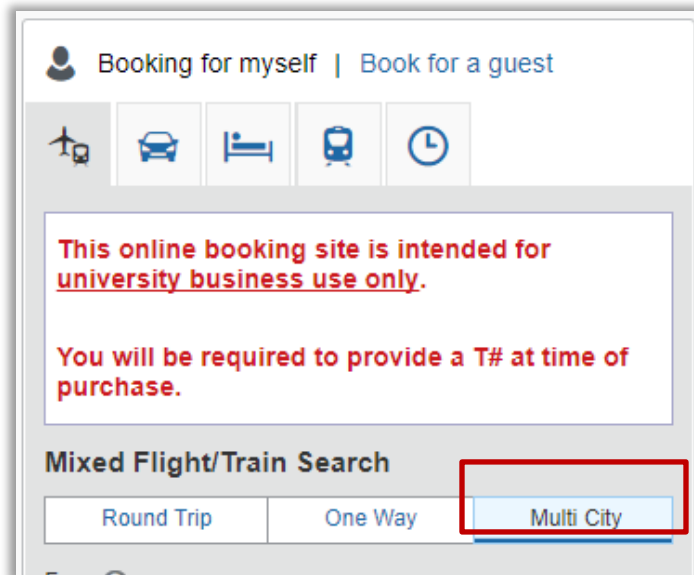
From this point, you will complete the booking process as normal. For more information see the training documents titled: Booking Airfare for Another Employee, Booking Airfare for a Guest, and Booking Airfare for Yourself. The documents can be found at <https://osutavel.osu.edu/booking-online/concur-reference/>.

[Table of Contents](#)

Booking Multi-Segmented (Multi City) Trips:

In general, Agent Assist is the recommended method for booking complicated and multi-segmented (Multi City) trips. However, if desired, multi-segmented (Multi City) trips can be booked using Concur.

To begin booking a multi-segmented (Multi City) trip, select “Multi City” under the Mixed Flight/Train Search Section.



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

[✈️](#) [🚗](#) [🛏️](#) [🚆](#) [🕒](#)

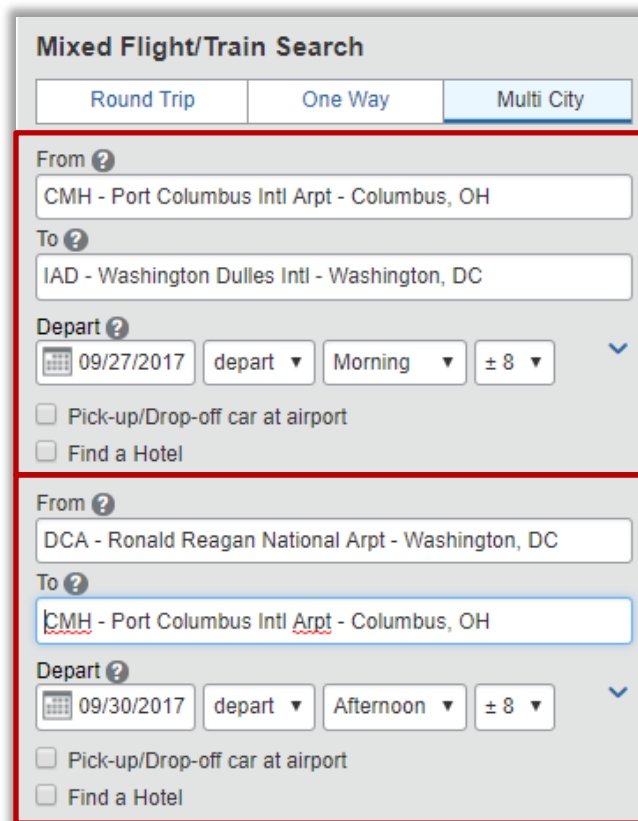
This online booking site is intended for university business use only.

You will be required to provide a T# at time of purchase.

Mixed Flight/Train Search

[Round Trip](#) [One Way](#) [Multi City](#)

Enter the departure cities, arrival cities, and dates for each segment.



Mixed Flight/Train Search

[Round Trip](#) [One Way](#) [Multi City](#)

From [?](#)
CMH - Port Columbus Intl Arpt - Columbus, OH

To [?](#)
IAD - Washington Dulles Intl - Washington, DC

Depart [?](#)
09/27/2017 depart Morning ± 8

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

From [?](#)
DCA - Ronald Reagan National Arpt - Washington, DC

To [?](#)
CMH - Port Columbus Intl Arpt - Columbus, OH

Depart [?](#)
09/30/2017 depart Afternoon ± 8

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

To add additional segments to your search select “Add segment +”

The screenshot shows a flight search form with the following elements: a blue link 'Add segment +' at the top left; a checkbox 'Specify airline' with a help icon; a dropdown menu 'Class of Service' set to 'Economy class' with a help icon; radio buttons for 'Search flights by' with 'Price' selected and 'Schedule' unselected; a checked checkbox 'Flights w/ no double connections'; and a red 'Search' button at the bottom center. A red box highlights the 'Add segment +' button.

When you are satisfied with your selections, select “Search.”

This screenshot is identical to the one above, but the red box now highlights the 'Search' button.

You will receive a popup warning asking you to verify the trip end city. Select “Cancel” to make edits as needed, or select “OK” to continue.

The screenshot shows a popup dialog box with a close button (X) in the top right corner. The text inside reads: 'The page at https://www.concursolutions.com says: Your trip will end at CMH - Port Columbus Intl Arpt - Columbus, OH. Press "OK" to continue or "Cancel" to make changes.' At the bottom, there are two buttons: 'OK' and 'Cancel'. Both buttons are highlighted with a red box.

Searching under the “Shop by Fares” tab will automatically bundle flights for you, based on lowest fare. You are able to use the same sorting functions as you would while booking a traditional round trip flight. For more information see training documents titled: Booking Airfare for Yourself, Booking

Airfare for Another Employee or Booking Airfare for a Guest located at <https://osutrust.osu.edu/book-online/concur-reference/>.

Shop by Fares Shop by Schedule Sorted By: Price - Low to High

Price quoted does not include the agency service fee. The Travel Itinerary with price itemization will follow by email. No additional fees will be charged for rental car or hotel reservations.

[Expand All Details](#)

Displaying: 71 out of 71 results. << Previous | Page: 1 of 8 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$174.20 <input checked="" type="radio"/>	United	CMH 02:45 pm → IAD 04:01 pm	0	1h 16m	
	American Airlines	DCA 09:57 pm → CMH 11:28 pm	0	1h 31m	
Compare → More like this + Show details v					
\$174.20 <input checked="" type="radio"/>	United	CMH 02:45 pm → IAD 04:01 pm	0	1h 16m	
	American Airlines	DCA 12:35 pm → CMH 01:57 pm	0	1h 22m	
Compare → More like this + Show details v					
\$174.20 <input checked="" type="radio"/>	United	CMH 02:45 pm → IAD 04:01 pm	0	1h 16m	
	American Airlines	DCA 10:00 am → CMH 11:23 am	0	1h 23m	
Compare → More like this + Show details v					

If you would like to select each flight segment individually, select “Shop by Schedule.”

Baggage Fee Policies Show fare display legend

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

Segment: 1 Segment: 2

Columbus, OH - Sun, Oct 25

Displaying: 38 out of 38 results. << Previous 1 2 3 4 Next >> | All

	Carrier	Depart	Arrive	Stops	Class	Seat Map
Quote for Price	Delta #2197	CMH 06:00 am → ATL 07:31 am	0	Economy		
	Delta #0201	ATL 09:30 am → IAD 11:17 am	0	Economy		
5h 17m; McDonnell Douglas MD-80, Boeing 717; (Worldspan)						
Quote for Price	United ⁴ #3547	CMH 06:00 am → EWR 07:43 am	0	Economy		
	United #5019	EWR 10:00 am → IAD 11:34 am	0	Economy		
5h 34m; ¹ Operated by Shuttle America; Embraer 170, De Havilland DHC-8 Dash 8-200; (Worldspan)						
Quote for Price	Delta #2197	CMH 06:00 am → ATL 07:31 am	0	Economy		
	Delta #0867	ATL 11:35 am → IAD 01:18 pm	0	Economy		
7h 18m; McDonnell Douglas MD-80; (Worldspan)						

Locate the first segment flight you are interested in, and select the “Quote for Price” or “Starting From:...” radio button.

Segment: 1 Segment: 2

Columbus, OH - Sun, Oct 25

Displaying: 39 out of 39 results. << Previous 1 2 3 4 Next >> | All

	Carrier	Depart	Arrive	Stops	Class	Seat Map
<input type="radio"/> Starting From: \$341.52	Delta #2197	CMH	06:00 am → ATL	07:31 am 0	Economy	
	Delta #0201	ATL	09:30 am → IAD	11:17 am 0	Economy	
◆◆ 5h 17m; McDonnell Douglas MD-80, Boeing 717; (Worldspan)						
<input type="radio"/> Quote for Price	United ¹ #3547	CMH	06:00 am → EWR	07:43 am 0	Economy	
	United #5019	EWR	10:00 am → IAD	11:34 am 0	Economy	
◆◆ 5h 34m; ¹ Operated by Shuttle America; Embraer 170, De Havilland DHC-8 Dash 8-200; (Worldspan)						
<input type="radio"/> Quote for Price	Delta #2197	CMH	06:00 am → ATL	07:31 am 0	Economy	
	Delta #0867	ATL	11:35 am → IAD	01:18 pm 0	Economy	
◆◆ ⌚ 7h 18m; McDonnell Douglas MD-80; (Worldspan)						
<input checked="" type="radio"/> Starting From: \$272.47	American Airlines #2372	CMH	06:01 am → DFW	07:49 am 0	Economy	
	American Airlines #1556	DFW	10:35 am → IAD	02:34 pm 0	Economy	
◆◆ 8h 33m; McDonnell Douglas MD-80; (Worldspan)						

The selected segment will now appear under “Chosen Carriers” and the search tool will automatically display your “Segment: 2” options.

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

Chosen Carriers

Segment: 1

<input checked="" type="radio"/> Starting From: \$272.47	American Airlines #2372	CMH	06:01 am → DFW	07:49 am 0	Economy	
	American Airlines #1556	DFW	10:35 am → IAD	02:34 pm 0	Economy	
◆◆ 8 hours 33 minutes; McDonnell Douglas MD-80; (Worldspan)						
Remove						

Segment: 1 Segment: 2

Washington, DC - Thu, Oct 29

Displaying: 57 out of 57 results. << Previous 1 2 3 4 5 6 Next >> | All

	Carrier	Depart	Arrive	Stops	Class	Seat Map
<input type="radio"/> Starting From: \$300.32	United #0605	DCA	07:00 am → ORD	08:11 am 0	Economy	
	United #1168	ORD	11:39 am → CMH	01:56 pm 0	Economy	
◆◆ 6h 56m; Boeing 737-800, Boeing 737-700; (Worldspan)						
<input type="radio"/> Starting From: \$318.94	United #3876	DCA	07:03 am → EWR	08:20 am 0	Economy	
	United #4241	EWR	10:29 am → CMH	12:16 pm 0	Economy	
◆◆ 5h 13m; De Havilland DHC-8 Dash 8-400, Embraer RJ135/140/145; (Worldspan)						
<input type="radio"/> Starting From: \$300.32	United #0531	DCA	07:44 am → ORD	08:55 am 0	Economy	
	United #1168	ORD	11:39 am → CMH	01:56 pm 0	Economy	
◆◆ 6h 12m; Airbus Industrie A320-100/200, Boeing 737-700; (Worldspan)						

Locate the second segment flight you are interested in, and select the “Quote for Price” or “Starting From:...” radio button.

Starting From: \$300.32	United #0531 United #1168	DCA 07:44 am → ORD 08:55 am 0 ORD 11:39 am → CMH 01:56 pm 0	Economy
	6h 12m; Airbus Industrie A320-100/200, Boeing 737-700; (Worldspan)		
Starting From: \$344.53	Delta #1139 Delta #0814	DCA 07:59 am → ATL 09:59 am 0 ATL 12:05 pm → CMH 01:38 pm 0	Economy
	5h 39m; McDonnell Douglas MD-80; (Worldspan)		
Starting From: \$175.28	United #4241	DCA 08:24 am → CMH 12:16 pm 1	Economy
	3h 52m; @ 1 stop; Change Aircraft Enroute; (Worldspan)		

Repeat for any additional segments needed.

Each segment you have selected will show up under “Chosen Carriers.” When you are satisfied with your segments, select “Price these options.”

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

Chosen Carriers

Segment: 1

Starting From: \$272.47	American Airlines #2372 American Airlines #1556	CMH 06:01 am → DFW 07:49 am 0 DFW 10:35 am → IAD 02:34 pm 0	Economy
	8 hours 33 minutes; McDonnell Douglas MD-80; (Worldspan)		

Remove

Segment: 2

Starting From: \$175.28	United #4241	DCA 08:24 am → CMH 12:16 pm 1	Economy
	3 hours 52 minutes; @ 1 stop; Change Aircraft Enroute; (Worldspan)		

Remove

[Price these options](#)

The selected flight quote will now appear under “Compare List.” If you are satisfied with your flights, select the green “Select” button.

Price	Carrier	Depart	Arrive	Stops	Duration
\$275.98	American Airlines	CMH	06:01 am → IAD	02:34 pm	1 8h 33m
	United	DCA	08:24 am → CMH	12:16 pm	1 3h 52m
<div style="display: flex; justify-content: space-between; align-items: center;"> Select Remove ▾ More like this Show details ▾ </div>					

You will now complete the booking process per the normal process. For more information see the training documents titled: Booking Airfare for Yourself, Booking Airfare for Another Employee or Booking Airfare for a Guest located at <https://osutavel.osu.edu/book-online/concur-reference/>.

[Table of Contents](#)

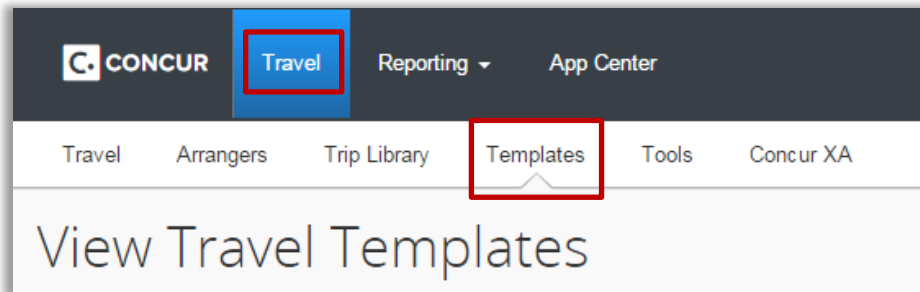
How do I Search for a Specific Flight Number?

Though Concur does not have the ability to search by specific flight number within the standard search function, this can be achieved by utilizing the template function.

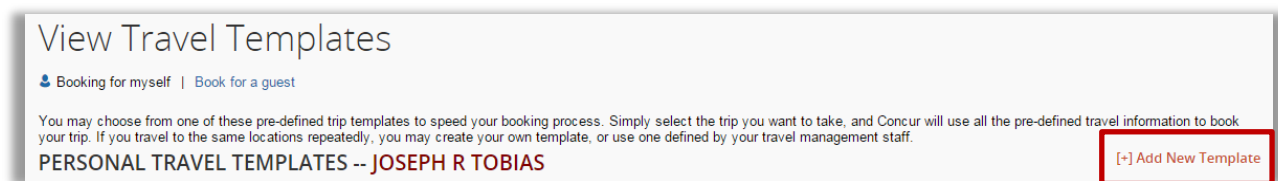
To see a more general discussion of utilizing the template function, look [here](#).

This portion of the guide will walk you through using a template to search for a specific flight number, on a specific airline.

Navigate to the “View Travel Templates” screen by selecting “Travel” then selecting “Templates.”

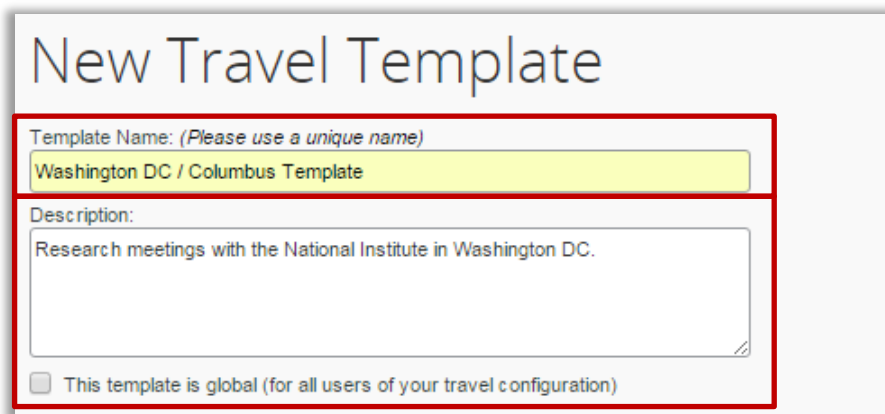


Select “[+] Add a New Template”



Give your Template a name, and brief description. Selecting the “This template is global” box will make this template available to all OSU users.

Important: If this template will be used for another traveler the “This template is global” box must be checked. If this box is not checked, the template owner will be the only person able to be booked using this template.



Under the “Start this trip template from:” section, select the “Start from an empty template” radio button, then select “Next” to continue.

Start this trip template from:

Start from an empty template

Record Locator:

Existing Trip Template:

Begin building your template by selecting “Add Air.”

Edit Travel Template

Owner: Tobias, Joseph R.

Template Name (Please use a unique name) This template is global (for all users of your travel configuration)

Washington DC / Columbus Template

Description:
Research meetings with the National Institute in Washington DC.

You will add each air segment of your trip separately.

Select the “Search for a specific flight” radio button, and then input the flight info you would like to search. Take care to ensure you select the appropriate hour for the flight you wish to book. In our example the requested flight departed at 2:45 PM so the 2 O’clock PM hour was selected. If you do not select the correct hour, the flight search will not return results.

Edit Template Segment

FLIGHT INFORMATION

Please enter flight segment information. You may enter a carrier and a flight number to search for specific flights.

Air Segment:

General Search Search for a specific flight

This flight is a connection to a previous flight.

Carrier: Flight Number:

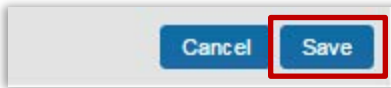
Departure City:

Arrival City:

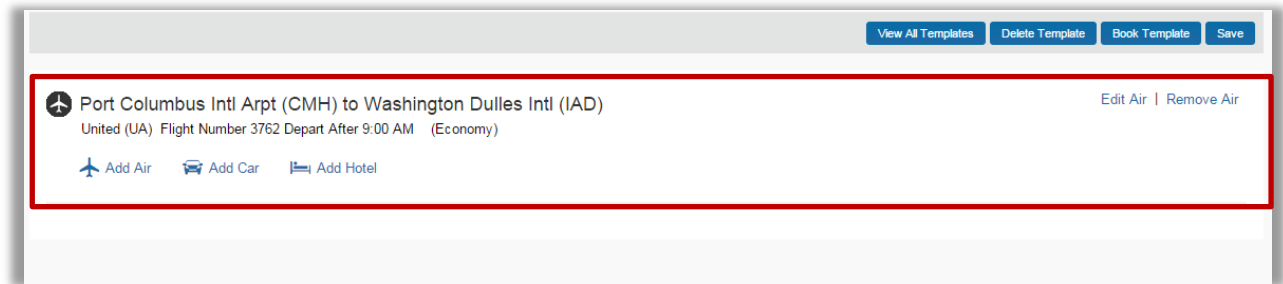
Time: Depart After

Cabin: (optional)

When you are satisfied with your segment, select “Save.”



You will now see that segment added to your template.



Select "Add Air" and repeat the step for your return flight, be sure you input the correct departure and arrival cities for the return leg. Again, take care to ensure you select the appropriate hour for the flight you wish to book. In our example the requested flight departed at 8:20 AM so the 8 O'clock AM hour was selected.



Air Segment:

General Search Search for a specific flight

This flight is a connection to a previous flight.

Carrier: Flight Number:

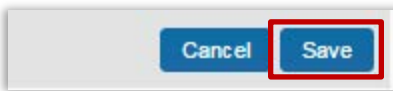
Departure City:

Arrival City:

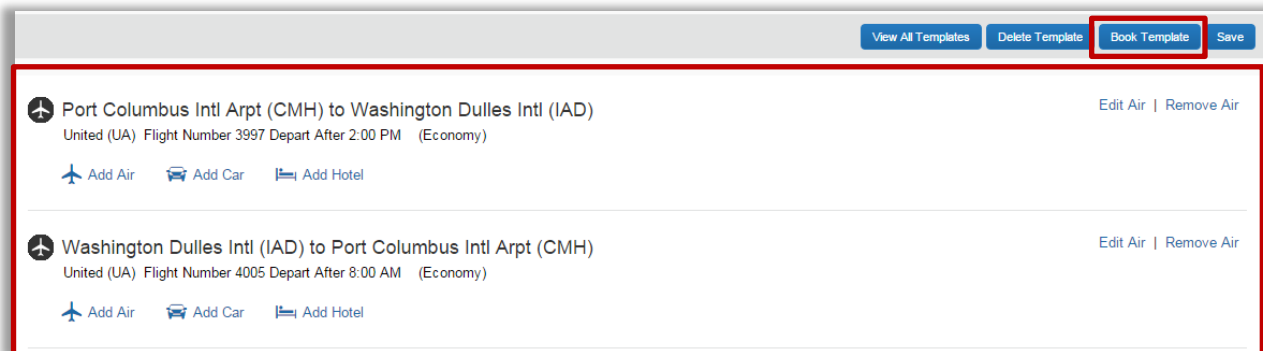
Time:

Cabin: (optional)

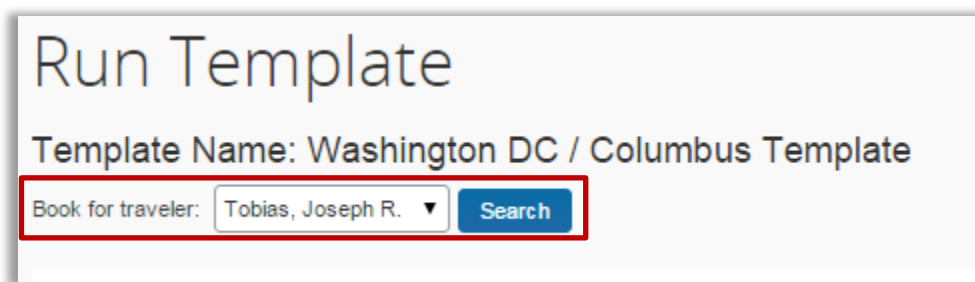
Select "Save" when satisfied.



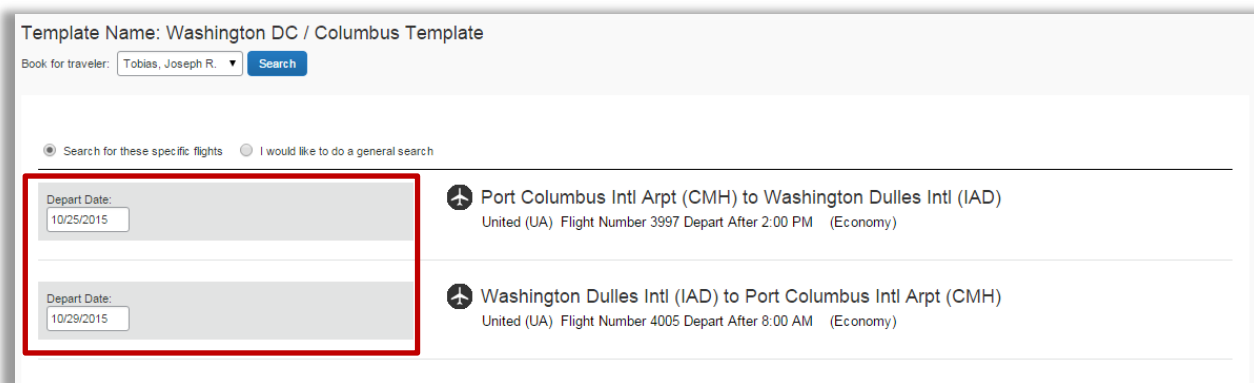
Review both air segments for accuracy, then select “Book Template” to begin the search with the template.



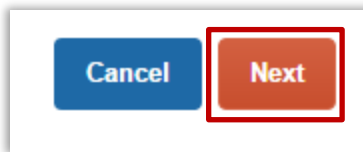
Select the traveler you are booking for, you will only be able to book this flight for another traveler if you previously selected “This Template is Global.”



Input the dates of your trip, and select the “Search for these specific flights” radio button.



When you are done select “Next” to begin the search.



The template will then search for that particular flight(s), within the parameters that you specified. If the flight(s) is found, it will be listed on the search flights screen. From this point, you will complete the booking process as normal. For more information see the training documents titled: Booking Airfare for Another Employee, Booking Airfare for a Guest, and Booking Airfare for Yourself. The documents can be found at <https://osutrust.osu.edu/book-online/concur-reference/>.

The screenshot shows the Concur flight search interface. At the top, there are navigation tabs: Travel, Arrangers, Trip Library, Templates, Tools, and Concur XA. The main heading is "COLUMBUS TO WASHINGTON SUN, OCT 25 - THU, OCT 29". On the left, there is a "Trip Summary" section with a "Select Flights" button and a "Finalize Trip" button. Below that is a "Previous Searches" section with a "Load" button and a "Change Flight Search" dropdown. The main content area shows a "Compare List" table with columns for Price, Carrier, Depart, Arrive, Stops, and Duration. A single flight is listed with a price of \$176.18, carrier United, and a duration of 1h 16m. The flight is highlighted with a red border. Below the table, there are options to "Remove", "More like this", and "Show details".

Price	Carrier	Depart	Arrive	Stops	Duration
\$176.18	United ¹	CMH 02:45 pm IAD 08:20 am	IAD 04:01 pm CMH 09:38 am	0	1h 16m

¹ Operated by /MESA AIRLINES DBA UNITED EXPRESS

If the flight is not available, you will receive the below message. If you believe the flight is available, but you are not able to find it contact a [CTP agent](#) for assistance.

A message box with a light blue background and a white border. It contains an information icon (i) and the text: "We could not find flights available for this trip. Click next to continue with a General search." Below the message box, there are two radio buttons: "Search for these specific flights" (selected) and "I would like to do a general search".

[Table of Contents](#)