**Guide Overview**

This Guide will take you through the basic steps for the online booking of flights.

**Accessing Concur**

Go to bronchotravel.uco.edu and login with your UCO credentials.

**Trip Search - Airfare**

On the left side of the screen is the Trip Search which allows you online booking capabilities for flights, rental cars and hotels.

Please note, **Booking Online** will incur a **$5.00 fee**. Booking via a Travel Consultant will incur a **$20.00 fee**.
1. To begin a flight search, enter the From and To locations. Please note that the default From location can be setup in your Profile. See the document on Profile for more information.

2. Select a departure date, time and time variance. Please note that the default variance is +/- 3 hours.

3. Select a return date, time and time variance.

4. If you want to search for refundable flights only, click the Refundable only airfares box.

5. Once the appropriate selections have been made, click Search.

6. The results can also be narrowed down by Price or Schedule. Click on either the Search by Price or Search by Schedule tab.
7. The results will display in a matrix at the top to show the full range of stop, carrier and price options. To view more information on the flights available, click on either the number of stops or carrier icon. The results can also be narrowed down by either Fare or Schedule. Click on either the Shop by Fares or Shop by Schedule tab.

8. The results can be narrowed down further by using the sliders to adjust flight times or price range.
Alert Icons will appear showing if the flights conform to UCO policy.

a. **Basic Economy**: The flight is allowed, but non-refundable, the seat selection is not available and it may contain additional restrictions.

b. **Warning: Out of Compliance**: The warning will not stop the ticket purchase, however, the purchase will be documented for reporting purposes.

c. **Conforms to UCO Policy**
9. To see more information on a particular flight, click the blue Show All Details button.

10. Once the flight has been chosen, click the blue button with the correct price.

Next, the Review and Reserve Flight page appears. Scroll through the page and review traveler information, frequent traveler program information, seat availability and payment method. Please note that a default payment method can be added in your Profile. See the document on Profile for more information.

11. Click Reserve Flight and Continue but note that the flight is still not fully booked.
Next, the **Travel Details** page appears. Scroll through the page and review the details, including the estimated cost. Please note that the cost listed does not include the **Booking Fee** from the contracted travel agency.

![Travel Details Page](image)

12. Click **Next** to continue.

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, the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a **Trip Description** to further clarify the travel objective.

13. You will need to enter your **Request ID**.

![Image of Trip Booking page with Request ID highlighted]

a. The **Request ID** is located on the Request Header.

![Image of Request Header with Request ID highlighted]

b. Any unused tickets may be applied to this reservation if one is available in your profile.
14. Next, the **Trip Confirmation** page appears. Click **Purchase Ticket** to send your request to the travel agency.
15. The **Finished!** screen shows your confirmation number and you will soon receive an email from Concur with the itinerary listed.

   a. You will receive an email from the contracted travel agency with an attached invoice showing the payment for the flight and their booking fee.