

****If an authorization will need reservations, best practice is to create reservations FIRST on the TRAVEL tab****

Creating Reservations (Which Will Create an Authorization)

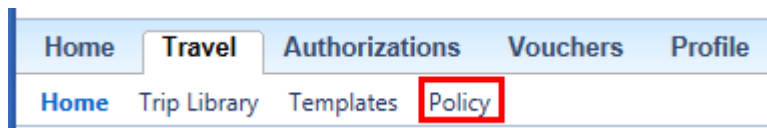
This section describes the procedures you use to create a travel reservation. You must complete the following tasks:

- Review the travel policy for your agency.
- Book air, car and hotel reservations, and review your itinerary.
- Review and make changes to your trip authorization. Once you book a reservation, an authorization is automatically created and contains the reservation information.

Review Your Agency's Travel Policy

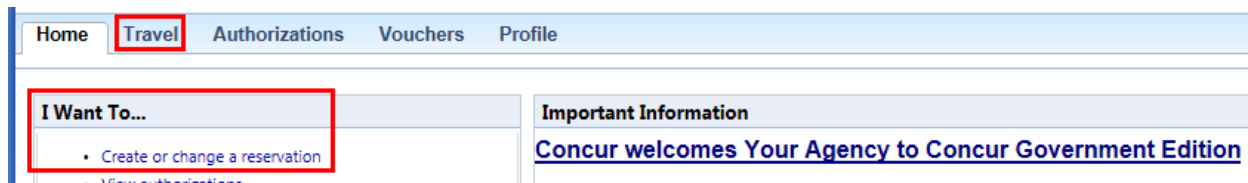
Before booking new reservations and creating an authorization, review the travel policies from GSA. If you have questions, contact your travel administrator. To review your agency's policy:

- From the **Home** page, click **Travel**, and then click **Policy**.

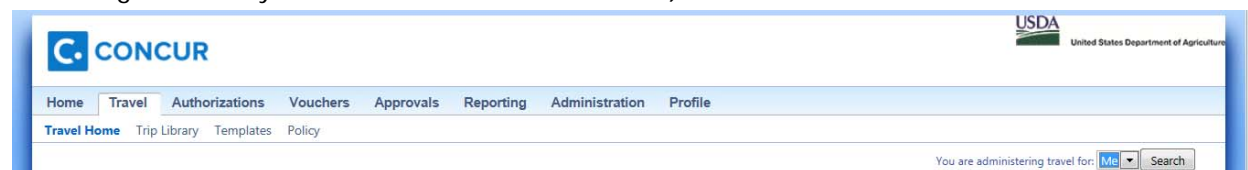


Booking a Reservation

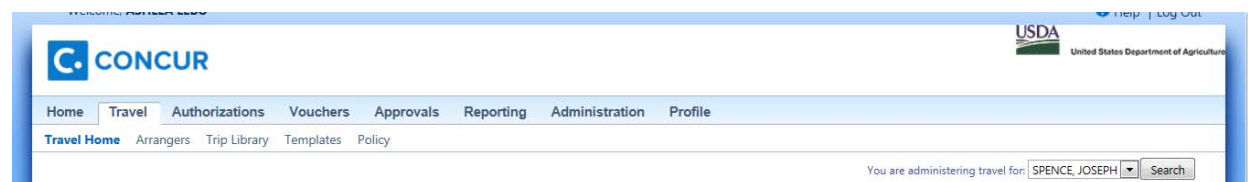
CGE provides several access points to begin booking a reservation. From the **Home** page, in the **I Want To...** section, click **Create or Change a Reservation**, or click the **Travel** tab.



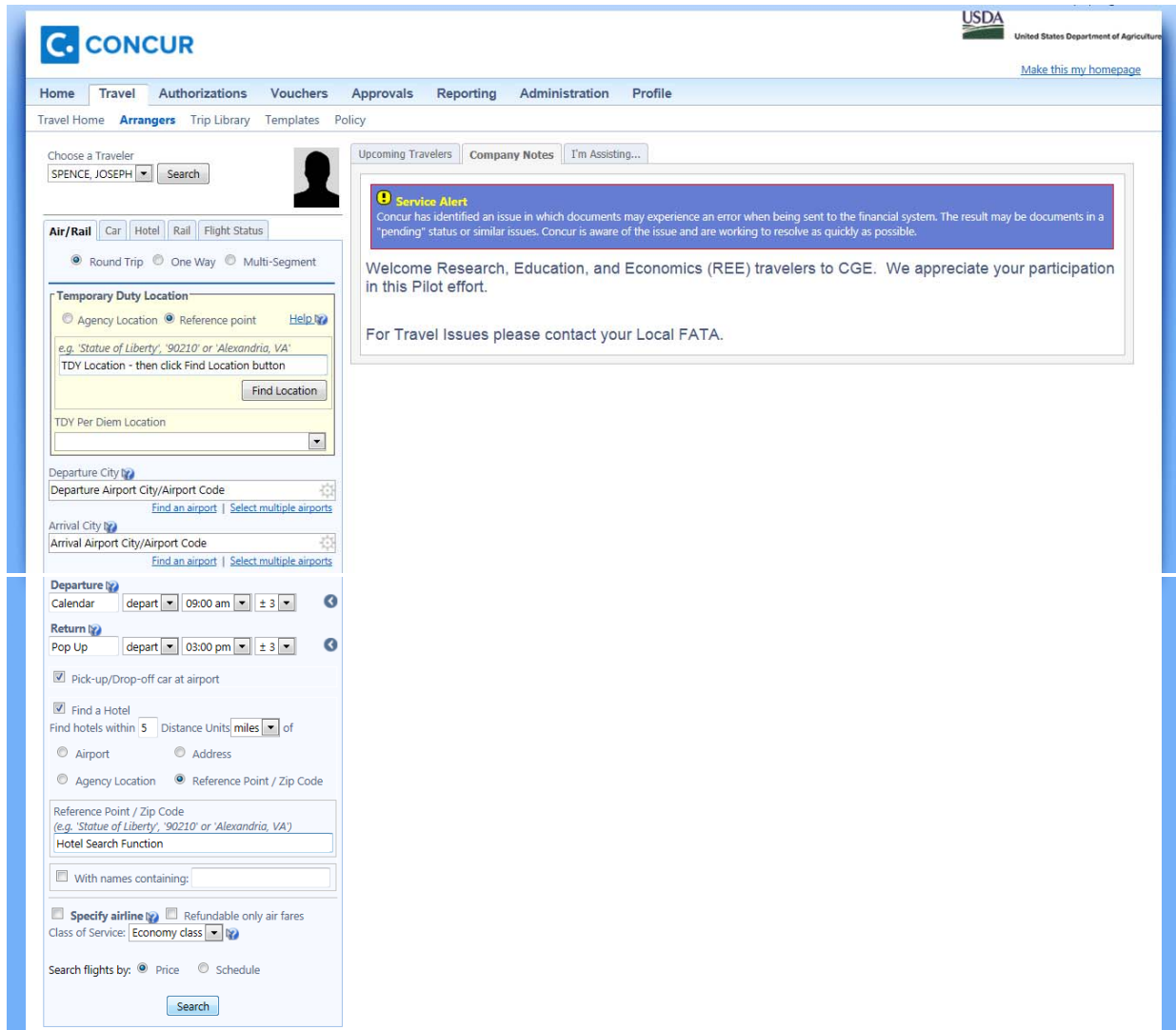
On **Travel** tab, click Arrangers option. (NOTE: The screen shot below doesn't show the **Arrangers** option because the arranger has not yet searched for a traveler's name.)



The following screenshot was taken from the same screen AFTER the search function was used.



Booking Travel Reservations from the Travel tab



The screenshot shows the Concur Travel tab interface. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, Administration, and Profile. Below these, there are sub-tabs: Travel Home, Arrangers, Trip Library, Templates, and Policy. The main content area is divided into two columns. The left column contains a search form for flights and hotels. The right column contains a service alert and a welcome message for REE travelers.

Service Alert: Concur has identified an issue in which documents may experience an error when being sent to the financial system. The result may be documents in a "pending" status or similar issues. Concur is aware of the issue and are working to resolve as quickly as possible.

Welcome Research, Education, and Economics (REE) travelers to CGE. We appreciate your participation in this Pilot effort.

For Travel Issues please contact your Local FATA.

Search Form Details:

- Choose a Traveler: SPENCE, JOSEPH
- Upcoming Travelers: Company Notes, I'm Assisting...
- Travel Mode: Air/Rail, Car, Hotel, Rail, Flight Status
- Round Trip, One Way, Multi-Segment
- Temporary Duty Location: Agency Location, Reference point (selected)
- TDY Location: e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
- TDY Location - then click Find Location button
- Find Location button
- TDY Per Diem Location
- Departure City
- Departure Airport City/Airport Code
- Arrival City
- Arrival Airport City/Airport Code
- Departure: Calendar, depart, 09:00 am, ± 3
- Return: Pop Up, depart, 03:00 pm, ± 3
- Pick-up/Drop-off car at airport
- Find a Hotel
- Find hotels within 5 Distance Units miles of
- Airport, Address, Agency Location, Reference Point / Zip Code (selected)
- Reference Point / Zip Code: e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
- Hotel Search Function
- With names containing:
- Specify airline, Refundable only air fares
- Class of Service: Economy class
- Search flights by: Price, Schedule
- Search button

1. Verify that the correct traveler is at the top of the screen.
2. Enter the **TDY location** (where the traveler will be working) in the yellow box, then click the **Find Location** button.
3. Choose the correct TDY location in the pop up box. If there is more than one county, choose the correct county in the drop down box at the bottom of the yellow TDY box.
4. Enter the **Departure Airport City/Airport Code** and the **Arrival Airport City/Airport Code**. You can use the filter options to narrow down the flight results or you can search for all flights and filter on the flight results page.
5. A calendar pop up will appear when you click in the Date boxes; select correct departure and return date (single arrows will move by month; double arrows will move by year).
6. If the traveler needs a rental car and hotel, select the check boxes.
7. Can use the **Hotel Search Function** box to search for hotels close to a Reference Point or Airport or Address or Zip Code or by Hotel Name.
8. Click **Search** button at the bottom of the screen.
9. Another screen will appear with a green bar at the top – when the green bar disappears, Concur has finished searching and the results will display below.

AIRLINE/RAIL RESULTS PAGE

Home | **Travel** | Authorizations | Vouchers | Profile

Home | Trip Library | Templates | Policy

Travel Progress: Search | Review/Change | Details/Rename | Confirm | Authorization | Voucher

Note: Booking your airfare at least 15 days in advance of your departure will result in lower cost airline tickets
 There are over 12,000 FedRooms hotels throughout the globe. By using a FedRoom hotel, you are supporting \$250M in savings to the Government.

Washington, DC To Seattle, WA Mon, Apr 29 - Fri, May 10 [Print / E-mail](#)

Baggage Fee Policies [Hide matrix](#)

All 185 results	Alaska Airlines	United	Southwest	Multiple Carriers	American	US Airways	Delta
Govt. Contract Discounted 6 results	439.80 1 results	--	--	856.80 5 results	--	--	--
Govt. Contract 29 results	489.80 1 results	1323.80 8 results	557.80 20 results	--	--	--	--
Non-Contract Government 107 results	--	\$40.10 8 results	--	449.20 74 results	511.60 6 results	518.60 1 results	541.60 18 results
Lowest Published 43 results	--	1296.70 5 results	--	516.50 32 results	2129.60 6 results	--	--

[Show fare display legend](#)

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Expand All Details | Displaying: 184 out of 184 results. Previous | Page: 1 of 19 | Next | All Results

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$439.80	Alaska Airlines	DCA 7:45am	SEA 10:27am	0	5h 42m
Fares	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$856.80	United	IAD 8:21am	SEA 11:06am	0	5h 45m
Reserve	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$866.20	United	IAD 8:05am	SEA 2:39pm	1	9h 34m
Reserve	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$867.70	United	IAD 8:22am	SEA 1:10pm	1	7h 48m
Reserve	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$867.70	United	IAD 8:01am	SEA 12:33pm	1	7h 32m
Reserve	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$867.70	United	IAD 6:00am	SEA 10:30am	1	7h 30m
Reserve	Alaska Airlines	SEA 2:00pm	DCA 9:59pm	0	4h 59m
\$557.80	Southwest	BWI 9:05am	SEA 11:45am	0	5h 40m
Reserve	Southwest	SEA 12:35pm	BWI 8:45pm	0	5h 10m
\$568.70	Southwest	BWI 9:05am	SEA 11:45am	0	5h 40m
Reserve	Southwest	SEA 2:30pm	BWI 12:45am*	1	7h 15m
\$568.70	Southwest	BWI 9:05am	SEA 11:45am	0	5h 40m
Reserve	Southwest	SFA 7:50am	RWI 12:35am*	1	7h 45m

Change Flight Search

From: DCA - Ronald Reagan National Arpt - Washington, DC
 To: SEA - Seattle Tacoma Intl Arpt - Seattle, WA

Departure: 04/29/2013 9:00am ± 3
 Return: 05/10/2013 3:00pm ± 3

Class of service: Economy class

Search flights by: Price | Schedule

Outbound - Mon, Apr 29

Depart: 6:00 AM - 12:00 PM
 Arrive: 10:27 AM - 12:50 AM

Return - Fri, May 10

Depart: 12:15 PM - 5:33 PM
 Arrive: 8:42 PM - 6:36 AM

Price: \$439.80 - \$2423.70

Display Settings

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

Airport Filters

Outbound

Departure: DCA - Washington, DC (\$439.80) IAD - Washington, DC (\$527.60) BWI - Baltimore, MD (\$540.10)
 Arrival: SEA - Seattle, WA (\$439.80)

Return

Departure: SEA - Seattle, WA (\$439.80)
 Arrival: DCA - Washington, DC (\$439.80) IAD - Washington, DC (\$500.70) BWI - Baltimore, MD (\$540.10)

Connecting Airport Filters

- Orange navigation bar at the top of the screen shows your progress.
- Baggage fees policy gray link will pop up a box with all baggage fee policies for each airline
- Matrix (grid) can be used to sort flight results
- Show fare display legend blue link will display a box with explanations for each symbol by the flights (see next page)
- Shop by fares shows every round trip flight for each departure/arrival airport searched
- Shop by schedule tab allows you to search by Outbound then Return flights (you'll have to price them AFTER you select the flights)
- To book a flight, click on Fares or Reserve (Fares will have more than 1 price for the flight; reserve means there is only 1 price for that flight – see next page)
- The right hand side of the screen can be used for changing the search details or filtering the flight results.
- If you are searching multiple airport, select Depart/Return Same Airport Only under Display Settings
- Can filter by departure/arrival airport and/or connecting airport
- Green, yellow, or red color code system is like a traffic light; green = within policy; yellow = outside of policy and will need a justification in order to book the flights; red = cannot book flights - must choose other options

FLIGHT OPTIONS:

- Govt Contract = city pair fares/contract carriers (fully refundable, fully transferrable, must select these according to the FTR)
- Govt Discounted = city pair fares/contract carriers (capacity rates, fully refundable, fully transferrable, airline is offering them at a discount to get seats filled; basically a cheaper city pair)
- Non-Contract Government = not official city pairs; non-contract fares (non-contract but labeled as government to try to trick you – different fare rules)
- Lowest Published = fare offered to the general public (restricted, non-refundable fares)

The following screen shot shows the **Show Fare Display Legend**:

- Government Contract	- Non-Contract Government
R - Ticket is refundable	- Flight/Train arrives on a different day
- Short or long connection time	- Turboprop plane
- Least Cost Logical Fare	- This option is Fly America Act compliant
- Gogo Wi-Fi 50-99% coverage	- Gogo Wi-Fi 100% coverage

The following screenshot shows the expanded details for a flight:

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$439.80		DCA	7:45am → SEA	10:27am	0 5h 42m
<input checked="" type="checkbox"/> Fares		SEA	2:00pm → DCA	9:59pm	0 4h 59m
Compare ↑		More like this +		Hide fares ↓	
Outbound flight: Washington, DC (DCA) - Seattle, WA (SEA) Apr 29					
#1	Ronald Reagan National... (DCA)	Seattle Tacoma Intl Ar... (SEA)			
	Depart: Monday, 7:45am	Arrive: Monday, 10:27am			
	Stops: 0 Duration: 5h 42m Economy: Y Boeing 737-800 Fare basis: YCADCA 905 lbs CO ₂				
Return flight: Seattle, WA (SEA) - Washington, DC (DCA) May 10					
#2	Seattle Tacoma Intl Ar... (SEA)	Ronald Reagan National... (DCA)			
	Depart: Friday, 2:00pm	Arrive: Friday, 9:59pm			
	Stops: 0 Duration: 4h 59m Economy: V Boeing 737-800 Fare basis: VCADCA 905 lbs CO ₂				
	Govt. Contract Discounted (Refundable) \$439.80 <input checked="" type="radio"/>	Govt. Contract (Refundable) \$489.80 <input type="radio"/>			
Alaska Airlines - (Sabre) Fare Rules Ticket is refundable E-Ticketing Available GSA Information Limited capacity Government Contracted Fare This contract fare, if domestic, includes all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. It does not include fees such as passenger facility charges, segment fees, and passenger security service fees. If international, this fare is exclusive of taxes and fees, but inclusive of fuel surcharge fees.					
Frequent Flyer Programs: <input type="text" value="No Program selected"/>				<input checked="" type="checkbox"/> Reserve	
+ Add a Program				Hide fares ↓	
Your company credit card will be used to purchase this trip.					

NOTE: If you select a Gov. Contract when a Gov. Contract (Refundable) ticket is available, the Reserve button will turn yellow and you will need to justify why you are choosing the higher cost ticket. Both are city pairs – fully refundable and fully transferable – the discounted rate is just cheaper.



TRIP PAYMENT INFORMATION SCREEN

Select either the IBA (Individually Billed Account) or the CBA (Centrally Billed Account) and then click Next. Remember, only travel for people who do not have travel cards (i.e. invitational travelers or visiting scientists) should be booked on the CBA. Once you select the form of payment, click the Next button at the bottom of the screen.

Trip Payment Information

Choose a credit card [Add credit card](#)

IBA (...4411)

CBA's are indicated by an asterisk ().*

Please choose a credit card and billing information, if applicable.

Start Over

<< Previous

Next >>

NOTE: The Start Over button will completely cancel everything you have done. Any buttons that say Start Over or Cancel do not take you back to the previous screen, but rather cancel all reservations.

CAR RENTAL RESULTS

Travel

Search Review/Change Details/Rename Confirm Authorization Voucher

Before renting a car, have you determined whether there are more cost effective transportation alternatives such as airport shuttles, hotel shuttles, taxis, etc.?

Picking up the car at: (SEA) on Mon, Aug 19 10:20 AM
Returning on Fri, Aug 23 1:55 PM

[Print / Email](#)

All 88 results

[Hide matrix](#)

	Mini Van	Full-size SUV	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Intermediat
Hertz	--	--	64.00	66.00	68.00	135.84	70.00	79.00
Enterprise	159.95	--	81.54	82.15	82.46	100.89	100.89	107.75
National	122.00	127.00	71.25	72.50	73.75	75.00	76.50	118.00
Alamo	121.00	126.00	71.25	72.25	73.50	74.75	76.25	112.75
Budget	156.80	166.20	49.00	49.00	53.00	60.00	60.00	95.00
Enterprise	--	181.50	71.00	72.25	73.50	74.75	76.25	111.50
AVIS	203.00	203.00	61.00	63.00	65.00	67.00	67.00	152.00

Displaying: 9 out of 82 results.

Sorted By: Policy - Most Compliant

Economy Car (Sabre) E-Receipt Enabled [more info](#)

\$64.00 per day
(Government rate)

Unlimited miles
Automatic transmission
Total cost \$489.19*

[Reserve](#) ✔

Economy Car (Sabre) E-Receipt Enabled [more info](#)

\$49.00 per day

Unlimited miles

Total Estimated Cost

Car booking options

In-car GPS system

Message to Vendor:

Use the following Car Program:

[+ Add car Mileage Program](#)

Use my default credit card: 'My Agency Visa'.

Change Car Search

Pick-up date: 08/19/2013 10:20 AM

Drop-off date: 08/23/2013 1:55 PM

Pick-up car at: Airport Terminal Off-Airport

Please enter an airport: SEA - Seattle Tacoma Intl Arpt - Seattle, WA

Return car to another location

[More Search Options](#)

[Search](#)

Car Display Filters

Unlimited miles

Air conditioning

Hybrid

Car Transmission

Automatic

Manual

- Matrix (grid) can be used to sort rental car search results
- The right hand side of the screen can be used for changing the search details or filtering the rental care search results.
- Green, yellow, or red color code system is like a traffic light; green = within policy; yellow = outside of policy and will need a justification in order to book; red = cannot reserve car - must choose other options
- Can change search by using "CHANGE CAR SEARCH" on the right hand side of the screen
- Can skip rental car by clicking SKIP CAR at the bottom of the page

HOTEL SEARCH RESULTS

Travel: Search, Review/Change, Details/Reserve, Confirm, Authorization, Voucher

There are over 12,000 FedRooms hotels throughout the globe. By using a FedRoom hotel, you are supporting \$250M in savings to the Government.

Check-in Mon, Aug 19 - Check-out Fri, Aug 23

Hotel Preferences: Room Type: Don't Care, Smoking Preference: Don't Care, Team phone, Rollaway bed, Crib, Message to Vendor, Use my default credit card: My Agency Use.

Change Search: Temporary Duty Location, Agency Location, Reference point, Hotel location, IDY Per Diem Location.

Hotel Search: Check-in Date: 08/19/2013, Check-out Date: 08/23/2013, Find hotels within: 5 miles, Agency Location, Reference Point / Zip Code, With names containing.

Price: \$137 - \$609

Display Settings: E-Receipt Enabled, Hotel chain: Chain, Superchain, Best Western.

Sorted By: Policy - Most Compliant, With names containing:

Lodging Per Diem limit for SEATTLE: \$137.00

Expand All Details: Displaying: 72 out of 72 results. Previous | Page: 1 of 8 | Next | All Results

Hotel Name	Address	Rating	Price
1. Crowne Plaza Seattle Downtown	1113 6th Ave, Seattle, WA 98101	4.5 stars	\$137 - \$329
2. Red Lion Hotel on Fifth Avenue S...	1415 Fifth Ave, Seattle, WA 98101	4.5 stars	\$137 - \$379

- Click the red stars on the map to see popup windows with the hotel names that have FedRooms
- NOTE: FedRooms need to pass a lot of inspections to have a FedRooms qualification so they are always good rooms to select
- The red balloon shows the 'city center' if you searched for hotels in a city
- The per diem rate is shown right under the map
- The prices show the lowest and highest cost for each hotel
- Can change search by using "CHANGE SEARCH" on the right hand side of the screen
- To choose a hotel, click "CHOOSE ROOM" and a list of rooms available will appear
- If there is a FedRooms, choose the radio button next to that room and click on RESERVE

- NOTE: If you choose a room above per diem, you will need to justify why you are picking that room (the authorization will subtract the amount that's above per diem unless you choose ACTUAL)

Sorted By: Policy - Most Compliant, With names containing:

Lodging Per Diem limit for SEATTLE: \$137.00

Expand All Details: Displaying: 72 out of 72 results. Previous | Page: 1 of 8 | Next | All Results

1. Crowne Plaza Seattle Downtown

1113 6th Ave, Seattle, WA 98101

4.5 stars

Price: \$137 - \$329

E-Receipt Enabled

more info | compare | hide rooms

\$137	FedRooms Comp Internet. 6pm - Day Of Cxl Policy. 2 Double Beds Nonsmoking Enjoy Panoramic Views While You Relax In A Bed With Seven Layers Of Comfort On A Pillowtop (Rate Code: 2DNXVU) (Sabre)
\$137	FedRooms Comp Internet. 6pm - Day Of Cxl Policy. Standard Room Nonsmoking When You Arrive At The Hotel We Will Do Our Best To Meet Your Smoke Free Room And Bed Type (Rate Code: STNXVU) (Sabre)
\$137	Government Rate Id Req - 2 Double Beds Nonsmoking Enjoy Panoramic Views While You Relax In A Bed With Seven Layers Of Comfort On A Pillowtop (Rate Code: 2DNS23A) (Sabre)
\$137	Government Rate Id Req - Standard Room Nonsmoking When You Arrive At The Hotel We Will Do Our Best To Meet Your Smoke Free Room And Bed Type (Rate Code: STNS23A) (Sabre)
\$167	Government Rate Id Req - 1 King Bd Executive Club Level Nonsmoking Located On The Secure Access

Rate details / Cancellation policy

Use the following Hotel Program: No Program selected

Reserve

Add a Program

Price: \$137 - \$609

Display Settings: E-Receipt Enabled

Hotel chain: Chain, Superchain, Best Western (3), BT Advantage (3), Candant Trip Rewards (0), Coast Hotels (2), Courtyard (2), Crowne Plaza (1), Doubletree (1), Executive Hotels (1)

Check All | Reset

TRIP BOOKING INFORMATION SCREEN

The **Trip Booking Information** page displays. Enter the following information then click Next button:

- Trip Name = Add the traveler's name at the beginning and leave the rest of the text
- Trip Description = Conference/Training/Mission Name – Dates – Organizer
- Comments for the Travel Agent = LEAVE BLANK; will cause a higher ticketing fee
- Trip Purpose = Drop down menu; Conference Name will pop up an additional box with a drop down list of Conference Names (the Travel Policy and Systems Branch add these names; if you don't see the Conference Name you need, contact your Travel Specialist) – you can change the Trip Purpose in the actual authorization, so you can update later if needed
- City Pair fares book 3 days prior to travel. If you would like the flights to be ticketed early, check the box next to "Ticket City Pair Program Fare 10 business days before travel after approval."

NOTE: **Display Trip & Previous** take you to the previous screen; **Hold Trip** will allow you to hold the reservations; **Next** will take you to the Confirm Booking page and **Cancel** will completely cancel everything.

Trip Booking Information

Click "Next" or "Confirm Booking" to complete your reservation

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 from Denver to Washington

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

Ticket City Pair Program Fare 10 business days before travel after approval

Trip Purpose [Required]

You may HOLD this reservation until: 10/12/2015 12:55 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

Trip Overview

I want to...
[Print](#)
[Email Itinerary](#)
[View Trip History](#)
[Create Template](#)
[Close Trip](#)
[Share Trip](#)
[View](#)
[Authentication](#)
[Move to a Different Authentication](#)
[Cancel Entire Trip](#)

Trip Name: Trip from Washington to Seattle ([Edit](#))
 Start Date: Aug 26, 2013
 End Date: Aug 30, 2013
 Created: Aug 12, 2013, TravelerA Training (Modified: Aug 7, 2013)
 Description: (No Description Available) ([Edit](#))
 Trip Purpose: TRAINING
 Agency Record Locator: KJKHWF
 Passengers: TravelerA Training
 Total Estimated Cost: \$1,321.44 USD ([Details](#))
[Change frequent flyer program](#)

Add to your itinerary
[Car](#) [Hotel](#)
[Add Direct Supplied Hotel](#) [Rail](#)

Reservations
 Monday Aug 26, 2013

Flight Washington, DC (DCA) to Seattle, WA (SEA) Why can't I change this flight? | [Cancel all Air](#)

Alaska Airlines 1

Departure: 7:45 AM
 Seat: 11A (Confirmed) | [Change Seat](#) | **Confirmation: KJKIGX**
 Status: Confirmed
 Ronald Reagan National Arpt (DCA)
 Terminal: B
 Duration: 5 hours, 30 minutes
 Nonstop

Arrival: 10:15 AM
 Seattle Tacoma Intl Arpt (SEA)

Additional Details
 Aircraft: Boeing 737-800 | Distance: 2321 miles
 Emissions: 905.2 lbs CO₂ | E-Ticket
 Cabin: Economy (Y) | Meal: Food for purchase

Hertz Car Rental at: Seattle (SEA) [Change](#) | [Cancel](#)

Pick-up at: Seattle (SEA)

Pick Up: 10:15 AM Mon Aug 26 | **Confirmation: F9304423267-**
 Pick-up at: [Seattle \(SEA\)](#) | Status: Confirmed
 Number of Cars: 1 | Rate Code: USGD

Return: 2:00 PM Fri Aug 30
 Returning to: [Seattle \(SEA\)](#)

Additional Details
 Rate: \$48.00 USD daily rate, unlimited miles
 Total rate: \$384.38 USD | Corporate Discount: 000331

Rental Details
 Economy / Car / Automatic transmission / Air conditioning

Extended Stay America Factoria [Change](#) | [Cancel](#)

3700 132nd Ave SE
 Bellevue, Washington, 98006
 425-885-8800

Checking In: Mon Aug 26 | **Confirmation: 115935074**
 Room 1, Days 4, Guests 1 | Status: Confirmed
 Rate Code: A08B2W

Checking Out: Fri Aug 30

Additional Information
 Daily rate: \$109.99 USD | Total rate: \$439.96 USD
 Special Instructions: Foampillows

Cancellation Policy
 Cancellation Fees may apply
 Must Cancel By 6 Pm

[Add to your itinerary](#)

Friday Aug 30, 2013

Flight Seattle, WA (SEA) to Washington, DC (DCA) Why can't I change this flight? | [Cancel all Air](#)

Alaska Airlines 2

Departure: 2:00 PM
 Seat: 10A (Confirmed) | [Change Seat](#) | **Confirmation: KJKIGX**
 Status: Confirmed
 Seattle Tacoma Intl Arpt (SEA)
 Duration: 4 hours, 55 minutes
 Nonstop

Arrival: 9:59 PM
 Ronald Reagan National Arpt (DCA)
 Terminal: B

Additional Details
 Aircraft: Boeing 737-800 | Distance: 2321 miles
 Emissions: 905.2 lbs CO₂ | E-Ticket
 Cabin: Economy (Y) | Meal: Food for purchase

[Add to your itinerary](#)

Total Estimated Cost

Air		View Fare Rules
Ticket Number: 0270618700813:	\$435.34 USD	
Taxes and fees:	\$54.46 USD	
Air Total Price:	\$489.80 USD	
Hotel:	\$439.96 USD	
Car:	\$384.38 USD	
Agency service fee:	\$7.30 USD	
Total Estimated Cost:	\$1,321.44 USD	

Restrictions
 Ticket Number: 0270618700813 NOREF/NOEXCH. NO VALUE AFTER FIRST FLT DATE

On-line Check-in
[Alaska Airlines Check-in](#)
 You can check-in on-line up to 24 hours before your flight. You may print your boarding pass at your home or office to avoid ticket counters and kiosks and go right to security. Click the Check-in button to find out more.
 Confirmation: KJKIGX

TRIP OVERVIEW SCREEN

- If you hold the trip, this is the screen that you will see first after re-entering the reservations
- Shows summary of everything you've done so far
- Can edit the reservations from this screen. Click the CHANGE button next to the flights/car/hotel and it will take you back to the search results page to select another flights/car/hotel
- At the bottom of this screen are several buttons:
 - NEXT – click to finalize the trip
 - CANCEL – click to CANCEL ALL RESERVATIONS AND TAKE YOU BACK TO THE TRAVEL HOME SCREEN
- If you click next, you will get a second screen that looks the same, but you will not be able to make changes
 - Click CONFIRM BOOKINGS on the bottom of the screen to finalize the reservations
- The CONFIRM BOOKINGS button is the final step of the reservations. Now Concur is feeding all the reservations information into an authorization.

TO CHANGE A RESERVATION

- Go to the TRAVEL TAB
- Click UPCOMING TRIPS sub tab in the middle of the screen
- Click on the name of the trip that needs updates (blue link)
- Will take you to the trip overview screen where you can make changes to reservations

Finalizing an Authorization after Reservations

Once reservations have been confirmed, Concur will feed the reservations into an authorization. (NOTE: If you got interrupted and aren't sure if reservations were fed into an authorization, you can tell that has happened on the TRAVEL TAB – UPCOMING TRIPS sub tab in the middle of the page. There will be an authorization number if the reservations are confirmed and have been fed into an authorization.)

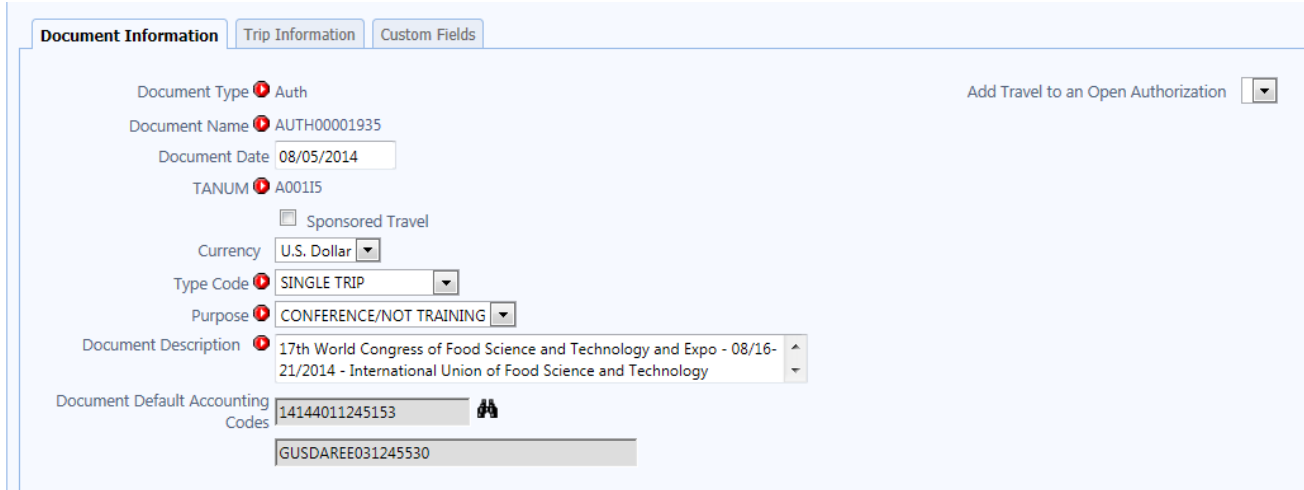
If you did not get interrupted and have just stamped CONFIRM BOOKINGS, the screen will refresh and you will automatically go to the authorization tab and will see the SUMMARY tab of the authorization. OUR SUGGESTION IS TO GO TO THE GENERAL TAB FIRST as there is important information that MUST be filled in before the authorization will allow you to stamp it signed so best to fill it in first.

SUGGESTED ORDER OF AUTHORIZATION TABS: GENERAL, EXPENSES, EXCEPTIONS (if foreign), ACCOUNTING, SUMMARY (to review and upload receipts), CONFIRMATION (which will automatically perform pre-audits)

GENERAL TAB

DOCUMENT INFORMATION SUB-TAB

- Choose trip code
- Choose trip purpose
- Document description = Conference/Training/Mission Name – Dates – Organizer
- Accounting codes will populate from the Accounting tab – no need to fill those in



Document Information | Trip Information | Custom Fields

Document Type Auth Add Travel to an Open Authorization

Document Name AUTH00001935

Document Date

TANUM A0015

Sponsored Travel

Currency

Type Code SINGLE TRIP

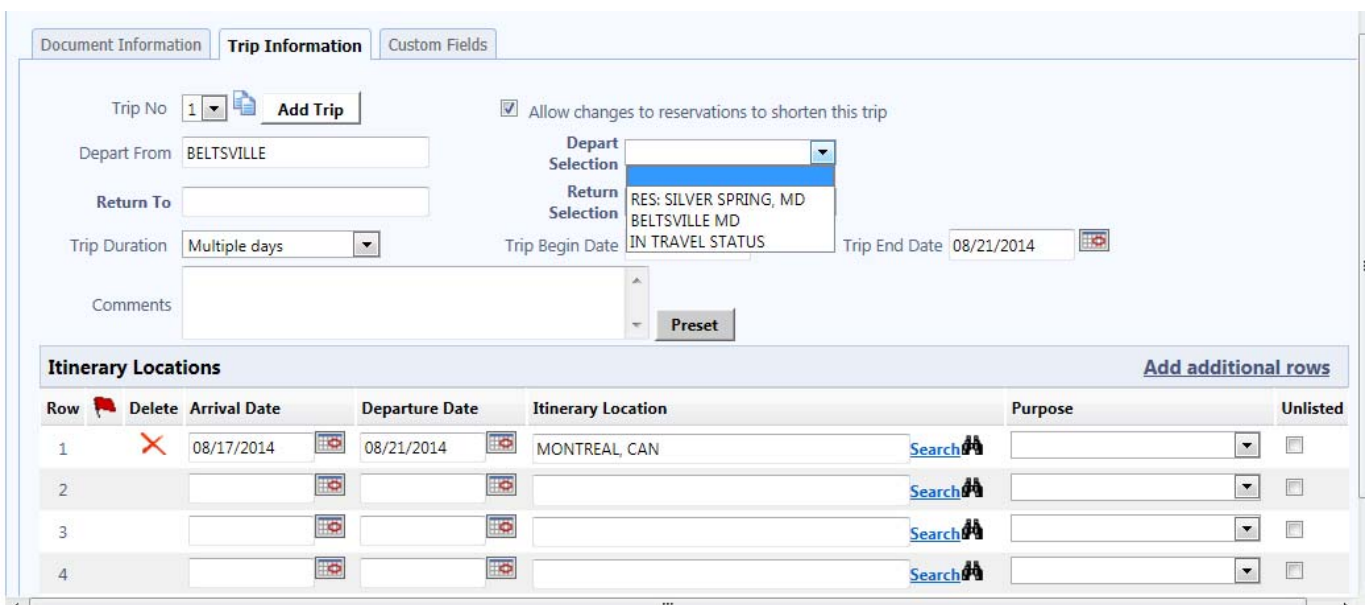
Purpose CONFERENCE/NOT TRAINING

Document Description 17th World Congress of Food Science and Technology and Expo - 08/16-21/2014 - International Union of Food Science and Technology

Document Default Accounting Codes

TRIP INFORMATION SUB-TAB

- Arrival and departure date and Itinerary Location (TDY location) will be filled in from the reservations you created
- To update the TDY location, either:
 - Type in a city and click on the [Search](#); the city will populate with a drop down box below to show the different cities
 - Click the binoculars and choose the location from the drop down menu
- If you need to change the dates, use the Itinerary Locations at the bottom of the screen then click SAVE CHANGES in the upper right hand corner.
- Choose depart and return location as RES (residence) or the duty station (Beltsville, MD in the screen shot)
- Can add comments and choose purpose again if you want – be sure to save comments
- The dates at the top of the screen will auto update if you change the dates at the bottom of the screen



Document Information | **Trip Information** | Custom Fields

Trip No [Add Trip](#) Allow changes to reservations to shorten this trip

Depart From

Return To

Trip Duration

Trip Begin Date Trip End Date

Comments

Itinerary Locations Add additional rows						
Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose	Unlisted
1		08/17/2014	08/21/2014	MONTREAL, CAN	<input type="text"/>	<input type="checkbox"/>
2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

EXPENSES TAB

TO ADD EXPENSE:

- Click on ADD EXPENSE button on the left hand side of the screen
- Use the workspace on the right hand side of the screen to choose the expense
- You can choose the method of payment (which will also become the method of reimbursement on the voucher so if you know the traveler will want to be reimbursed to the travel card, you can choose it at this time – can also be changed on the voucher)
- For any expense, you can add comments by clicking on SHOW OTHER DETAILS
- Click the SAVE button – upper right
- On the left, the expense will show up in faint purple
- To add another expense, click ADD EXPENSE (otherwise, you will over-write the expense you just added)
- Anything marked with “RO” is read only and can't be changed or deleted
- TDY Voucher Fee is the Concur fee for processing a voucher – will be RO
- Trip Fee is the BCD fee for processing reservations – will be RO

Summary Profile General **Expenses** Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits Preview Document Print Itinerary

Save Clear Back Next

Expenses for Authorization: AUTH00001935

QUICK TIP
 Manage your expenses. Add new, edit, delete or itemize existing expenses. Click on a row to view and edit expense details. The row will be highlighted.[more](#)

Add Expense Delete Selected Expenses

Add Expense Details

Create Expenses Through

Expense Date

Expense Description

Cost USD

Payment Method

[Show Other Details](#)

Expense List

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

Action	Delete	Date	Expense Description	Amount	Type
	<input type="checkbox"/>	08/05/2014	TDY Voucher Fee	14.75	RO

Expense List

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

Action	Delete	Date	Expense Description	Amount	Type
	<input type="checkbox"/>	08/05/2014	TDY Voucher Fee	14.75	RO
	<input type="checkbox"/>	08/17/2014	HOTEL TAXES	15.00	

TO DELETE EXPENSE:

- Check the box in the DELETE column in the correct expense row
- Remember, anything marked as “RO” is read only and can't be deleted
- Lodging and M&IE can't be deleted – see next section to mark lodging and M&IE as in kind
- Click DELETE SELECTED EXPENSES at the very top or bottom of the left hand side of the screen

Add Expense Delete Selected Expenses

Expense List Delete Selected Expenses

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

Action	Delete	Date	Expense Description	Amount	Type
	<input type="checkbox"/>	08/05/2014	TDY Voucher Fee	14.75	RO
	<input checked="" type="checkbox"/>	08/17/2014	HOTEL TAXES	15.00	

TO SHOW LODGING OR MEALS ARE BEING PROVIDED IN-KIND:

- Click the pen and paper on the left hand side of the screen next to the lodging/M&IE that is being provided
- The expense will populate in the workspace in the right hand side of the screen
- For LODGING:
 - Zero out the lodging cost
 - Click SAVE button – upper right
- For M&IE
 - Click SHOW PER DIEM CONDITIONS
 - Click MEALS PROVIDED
 - Select the meals that are being provided
 - See print screens below – the cost of M&IE will update
 - If all meals are being provided, Concur will still leave the “Incidentals”
- On the left, the expense will show up in faint purple
- To add another expense, click ADD EXPENSE (otherwise, you will over-write the expense you just added)
- Anything marked with “RO” is read only and can't be changed or deleted

Edit Expense Details

Create Expenses Through

Copy Per Diem Conditions Through

Expense Date

Expense Description

Cost USD

Payment Method

[Show Other Details](#)

[Hide Per Diem Conditions](#) Per Diem Rates: 156.00 / 66.00

These conditions apply to all per diem expenses on 09/15/2014

Regular M&IE

Meals Provided

Breakfast

Lunch

Dinner

Actual Meals

M&IE Override

On Leave

Edit Expense Details

Create Expenses Through

Copy Per Diem Conditions Through

Expense Date

Expense Description

Cost USD

Payment Method

[Show Other Details](#)

[Hide Per Diem Conditions](#) Per Diem Rates: 156.00 / 66.00

These conditions apply to all per diem expenses on 09/15/2014

Regular M&IE

Meals Provided

Breakfast

Lunch

Dinner

Actual Meals

M&IE Override

On Leave

TO MARK DAYS AS ANNUAL LEAVE:

- Click the pen and paper next to M&IE on the day that needs to be marked as annual leave
- Click on SHOW PER DIEM CONDITIONS
- Select leave
- Click SAVE – upper right
- Lodging and M&IE will zero out for the day that's marked as annual leave

		<input type="checkbox"/>	09/15/2014	LODGING	0.00
		<input type="checkbox"/>	09/15/2014	M&IE	0.00

[Hide Per Diem Conditions](#) Per Diem Rates: 156.00 / 66.00

These conditions apply to all per diem expenses on 09/15/2014

Regular M&IE

Meals Provided

Actual Meals

M&IE Override

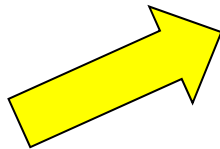
On Leave

Annual Other Hours

Enter Hours

TO REQUEST ACTUAL LODGING:

- Click the pen and paper on the left hand side of the screen next to the lodging that needs to be actual
- The expense will populate in the workspace in the right hand side of the screen
- Click on SHOW PER DIEM CONDITIONS
- Select ACTUAL LODGING
- Click the SAVE button – upper right
- Selecting actual lodging will cause a pre-audit flag
- If the actual lodging request is for a pre-approved actual rate from the Department for large meetings:
 - Be sure to include the name of the conference, the rate, the number of nights approved as the justification for the actual lodging
- If the actual lodging request is NOT for a pre-approved actual rate from the Department for large meetings:
 - Include a justification from the traveler as to WHY actuals is being requested



WHAT HAPPENS WHEN LODGING IS SELECTED ABOVE PER DIEM AND ACTUALS IS NOT REQUESTED – “LODGING OWED BY TRAVLER” SUBTRACTS AMOUNT THAT IS ABOVE PER DIEM AND IS READ ONLY (“RO”):

Traveler: RAMON JORDAN JK Auth: AUTH00000483 (A0000Q)

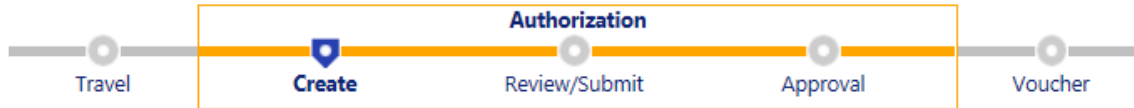
Summary Profile General **Expenses** Exceptions Accounting Advances Totals Confirmation

Click on a row to view and edit expense details. The row will be highlighted. [more](#)


Expense List							Currency: U.S. Dollar
Action	Delete	Date		Expense Description	Amount	Type	
	<input type="checkbox"/>	07/30/2014		TDY Voucher Fee	14.75	RO	
	<input type="checkbox"/>	07/30/2014		Travel Fee	7.30	RO	
	<input type="checkbox"/>	08/09/2014		AIR FARE	436.70		
	<input type="checkbox"/>	08/09/2014		LODGING	174.00		
	<input type="checkbox"/>	08/09/2014		Lodging Owed by Traveler	-41.00	RO	
	<input type="checkbox"/>	08/09/2014		M&IE	53.25		
	<input type="checkbox"/>	08/09/2014		POV-TDY	6.16		

Creating an Authorization without Reservations

- Hover over the AUTHORIZATION tab
- Click on New Authorization
- Make sure the correct traveler is showing in the center of the page
- Select AUTH as the DOCUMENT TYPE
- Click CREATE DOCUMENT



New Authorization

 **QUICK TIP**
 To select a traveler, click on the EID or Traveler Name lookup button. [more](#)

Traveler Name Dillow, Matt M

Document Type !

FILLING IN TRIP INFORMATION (WILL BECOME THE GENERAL TAB)

DOCUMENT INFORMATION SUB-TAB (see next page for print screen)

- Choose trip code
- Choose trip purpose
- Document description = Conference/Training/Mission Name – Dates – Organizer
- Accounting codes will populate from the Accounting tab – no need to fill those in

TRIP INFORMATION SUB-TAB (see next page for print screen)

- Look at the bottom of the screen to the ITINERARY LOCATIONS
 - Use the calendar to select the trip dates
 - Arrival Date is the first day of the trip
 - Departure Date is the last day of the trip
 - Itinerary Location = TDY location
 - To choose the TDY location, either:
 - Type in a city and click on the [Search](#); the city will populate with a drop down box below to show the different cities
 - Click the binoculars and choose the location from the drop down menu
- Now look at the top of the screen
 - Choose depart and return location as RES (residence) or the duty station (Beltsville, MD in the screen shot)
 - Can add comments and choose purpose again if you want – be sure to save comments
- Click CREATE DOCUMENT in the upper right hand corner; the information you just filled in is now the GENEREAL tab
- From here, continue to fill in the authorization (EXPENSES, EXCEPTIONS if foreign, ACCOUNTING, SUMMARY, CONFIRMATION)

DOCUMENT INFORMATION SUB-TAB

Document Information Trip Information Custom Fields

Document Type Auth

Document Name AUTH00001935

Document Date 08/05/2014

TANUM A001I5

Sponsored Travel

Currency U.S. Dollar

Type Code SINGLE TRIP

Purpose CONFERENCE/NOT TRAINING

Document Description 17th World Congress of Food Science and Technology and Expo - 08/16-21/2014 - International Union of Food Science and Technology

Document Default Accounting Codes 14144011245153

GUSDAREE031245530

TRIP INFORMATION SUB-TAB

Choose dates and itinerary location first at bottom of screen (dates at the top of the screen auto-fill)

Document Information Trip Information

Trip No 1 Allow changes to reservations to shorten this trip

Depart From Depart Selection

Return To Return Selection

Trip Duration Multiple days Trip Begin Date 09/15/2014 Trip End Date 09/18/2014

Comments

Itinerary Locations [Add additional rows](#)

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose	Unlisted
1		09/15/2014	09/18/2014	City click then search OR binoculars <input type="text"/>	CONFERENCE/NOT TRAINING	<input type="checkbox"/>
2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Then choose depart/return location from upper right section of screen using drop down boxes which will auto-fill the left side of screen

Document Information Trip Information

Trip No 1 Allow changes to reservations to shorten this trip

Depart From RES: Fairfax, VA Depart Selection RES: Fairfax, VA

Return To Return Selection

Trip Duration Multiple days Trip Begin Date RES: Fairfax, VA Trip End Date 09/18/2014

Comments

Itinerary Locations [Add additional rows](#)

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose	Unlisted
1		09/15/2014	09/18/2014	City click then search OR binoculars <input type="text"/>	CONFERENCE/NOT TRAINING	<input type="checkbox"/>

Multiple TDY Locations – Reservations

Travel Authorizations
 New Authorization from Travel

Air/Rail | Car | Hotel | Rail | Flight Status
 Round Trip One Way Multi-Segment

Temporary Duty Location
 Agency Location Reference point [Help](#)
 e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
 Denver, CO, USA

TDY Per Diem Location
 DENVER -- DENVER COUNTY

Departure City [?](#)
 BWI - Baltimore Washington Intl Arpt - Baltimore, MD

Arrival City [?](#)
 DEN - Denver Intl Arpt - Denver, CO

Departure
 09/09/2014 depart 09:00 am ± 3

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

Temporary Duty Location
 Agency Location Reference point [Help](#)
 e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
 San Diego, CA, USA

TDY Per Diem Location
 SAN DIEGO -- SAN DIEGO COUNTY

Departure City [?](#)
 DEN - Denver Intl Arpt - Denver, CO

Arrival City [?](#)
 SAN - Lindbergh Intl Arpt - San Diego, CA

Departure
 09/17/2014 depart 03:00 pm ± 3

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

Temporary Duty Location
 Agency Location Reference point [Help](#)
 e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
 Beltsville, MD, USA

TDY Per Diem Location
 BELTSVILLE -- PRINCE GEORGE'S COUNTY

Departure City [?](#)
 SAN - Lindbergh Intl Arpt - San Diego, CA

Arrival City [?](#)
 BWI - Baltimore Washington Intl Arpt - Baltimore, MD

Departure
 09/24/2014 depart 03:00 pm ± 3

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

Specify airline [?](#) Refundable only air fares
 Class of Service: Economy class [?](#)

Search flights by: Price Schedule

- Click on TRAVEL tab
- Select MULTI-SEGMENT in the very top section
- Enter the first TDY location
 - Enter the first departure airport and arrival airport
 - Enter the departure date
 - Choose if you need a car and/or hotel for the first segment
- Enter the second TDY location
 - verify departure airport from first TDY location and arrival airport of second TDY location
 - Choose the departure date of when the traveler is leaving TDY location 1
 - Choose if you need a car and/or hotel for the first segment
- If there are only two TDY locations, enter a third TDY location of the traveler's HOME/DUTY STATION
 - This will NOT give per diem, but it's necessary to end the trip
 - So if there are 3 TDY locations, you will need to enter 4 TDY locations on this screen with the last TDY location being the home location
 - Otherwise, Concur will not realize the trip is ending
- Verify the departure airport from TDY location 2 and the arrival airport back home
- Enter the final date of travel (the date the traveler is flying home)

MULTI-SEGMENT SEARCH RESULTS SCREEN

- Default view is SHOP BY FARES
- For multi-segments, you will choose all flights on one flight results screen (NOTE: for hotels and car rentals, there will be a different screen for EACH segment, so for 2 TDY locations, there will be 2 hotel results screens that you will need to navigate through and 2 car rental results screens if needed)
- The flights for all segments will appear on the flight search results screen
- Can filter times for each segment
- Can filter departure/arrival airports for each filter
- Can also filter connecting airports for each segment (if there are layovers)
- Might be easier to SHOP BY SCHEDULE for multi-segment trips

SHOP BY FARES PRINT SCREEN

Multi-segment trip from Baltimore, MD Tue, Sep 9 - Wed, Sep 24

Print / Email

Baggage Fee Policies Hide matrix

All 486 results	Southwest	United	US Airways	American Airlines	Multiple Carriers	Delta	Frontier
Govt. Contract Discounted 66 results	599.30 36 results	--	--	--	534.80 30 results	--	--
Non-Contract Government 326 results	533.30 36 results	615.80 6 results	--	--	533.30 270 results	583.80 14 results	--
Lowest Published 94 results	675.30 12 results	576.80 30 results	543.30 12 results	589.80 28 results	787.62 4 results	596.82 4 results	407.30 4 results

Show fare display legend

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Expand All Details

Displaying: 243 out of 243 results. <<Previous | Page: 1 of 25 | Next>> | All

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$534.80	Southwest US Airways	BWI 10:05 am	DEN 12:05 pm	0	4h
Starting From: \$534.80	Southwest US Airways	DEN 03:40 pm	SAN 05:00 pm	0	2h 20m
Starting From: \$534.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$538.80	Southwest US Airways	BWI 10:05 am	DEN 12:05 pm	0	4h
Starting From: \$538.80	Southwest US Airways	DEN 04:05 pm	SAN 06:35 pm	1	3h 30m
Starting From: \$538.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$538.80	Southwest US Airways	BWI 10:15 am	DEN 01:20 pm	1	5h 5m
Starting From: \$538.80	Southwest US Airways	DEN 03:40 pm	SAN 05:00 pm	0	2h 20m
Starting From: \$538.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$538.80	Southwest US Airways	BWI 09:15 am	DEN 12:25 pm	1	5h 10m
Starting From: \$538.80	Southwest US Airways	DEN 03:40 pm	SAN 05:00 pm	0	2h 20m
Starting From: \$538.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$538.80	Southwest US Airways	BWI 09:15 am	DEN 12:25 pm	1	5h 10m
Starting From: \$538.80	Southwest US Airways	DEN 12:45 pm	SAN 02:05 pm	0	2h 20m
Starting From: \$538.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$542.80	Southwest US Airways	BWI 10:15 am	DEN 01:20 pm	1	5h 5m
Starting From: \$542.80	Southwest US Airways	DEN 04:05 pm	SAN 06:35 pm	1	3h 30m
Starting From: \$542.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$542.80	Southwest US Airways	BWI 09:15 am	DEN 12:25 pm	1	5h 10m
Starting From: \$542.80	Southwest US Airways	DEN 04:05 pm	SAN 06:35 pm	1	3h 30m
Starting From: \$542.80	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m
Starting From: \$543.30	Southwest US Airways	BWI 10:05 am	DEN 12:05 pm	0	4h
Starting From: \$543.30	Southwest US Airways	DEN 03:30 pm	SAN 07:00 pm	1	4h 30m
Starting From: \$543.30	Southwest US Airways	SAN 12:30 pm	DCA 09:59 pm	1	6h 29m

Displaying: 243 out of 243 results. <<Previous | Page: 1 of 25 | Next>> | All

SHOP BY SCHEDULE PRINT SCREEN

- There will be a tab for each segment
- Choose a flight for segment 1
- The flight will move to the top of the screen and Concur will move you to the tab for segment 2
- Choose a flight for segment 2 and the flight will move to the top of the screen and Concur will move you to segment 3

Change Flight Search

Segment: 1 - Tue, Sep 9

Depart: 06:05 AM - 11:35 AM

Arrive: 09:49 AM - 04:13 PM

Segment: 2 - Wed, Sep 17

Depart: 12:15 PM - 05:55 PM

Arrive: 02:05 PM - 12:10 AM

Segment: 3 - Wed, Sep 24

Depart: 12:30 PM - 03:05 PM

Arrive: 09:10 PM - 12:35 AM

Price: \$407.30 - \$1,238.80

Display Settings

Hide Non-refundable Fares

Hide Propeller Planes

Airport Filters

Segment: 1

Departure

DCA - Washington, DC (\$407.30)

BWI - Baltimore, MD (\$533.30)

IAD - Washington, DC (\$576.80)

Arrival

DEN - Denver, CO (\$407.30)

Segment: 2

Departure

DEN - Denver, CO (\$407.30)

Arrival

SAN - San Diego, CA (\$407.30)

Segment: 3

Departure

SAN - San Diego, CA (\$407.30)

CLD - Carlsbad, CA (0.00)

Arrival

DCA - Washington, DC (\$407.30)

IAD - Washington, DC (\$576.80)

BWI - Baltimore, MD (\$589.80)

Connecting Airport Filters

Segment: 1

Segment: 2

Segment: 3

Shop by Fares | Shop by Schedule

Segment: 1 | Segment: 2 | Segment: 3

Baltimore, MD - Tue, Sep 9

Displaying: 248 out of 248 results.

Carrier

Starting From: \$533.30

Southwest #2151

4h; Boeing 737; 5

Starting From: \$537.30

Southwest #412

5h 5m; Boeing 737

Shop by Fares | Shop by Schedule

Show fare display legend

Sorted by: Custom

Chosen Carriers

Segment: 1

Starting From: \$533.30

Southwest #2151

BWI 12:05 pm → DEN 12:05 pm

Economy

Segment: 2

Starting From: \$533.30

Southwest #1812

DEN 03:40 pm → SAN 05:00 pm

Economy

Segment: 3

Starting From: \$538.80

Southwest #1819

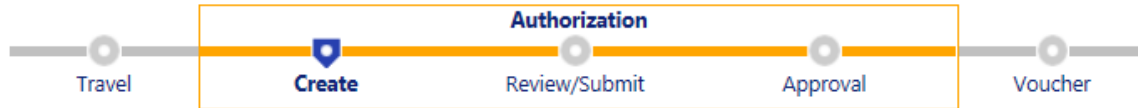
SAN 05:05 pm → BWI 09:59 pm

Economy


Price these options

Multiple TDY Locations – Authorization Only

- Hover over the AUTHORIZATION tab
- Click on New Authorization
- Make sure the correct traveler is showing in the center of the page
- Select AUTH as the DOCUMENT TYPE
- Click CREATE DOCUMENT



New Authorization



QUICK TIP
To select a traveler, click on the EID or Traveler Name lookup button. [more](#)

Traveler Name Dillow, Matt M

Document Type ▼

Create Document

FILLING IN TRIP INFORMATION (WILL BECOME THE GENERAL TAB)

DOCUMENT INFORMATION SUB-TAB (see next page for print screen)

- Choose trip code
- Choose trip purpose
- Document description = Conference/Training/Mission Name – Dates – Organizer
- Accounting codes will populate from the Accounting tab – no need to fill those in








TRIP INFORMATION SUB-TAB (see next page for print screen)

- Look at the bottom of the screen to the ITINERARY LOCATIONS
 - Use the calendar to select the trip dates for each TDY location
 - Arrival Date is the first day of the trip
 - Departure Date is the last day of the trip
 - Itinerary Location = TDY location
 - To choose each TDY location, either:
 - Type in a city and click on the [Search](#); the city will populate with a drop down box below to show the different cities
 - Click the binoculars and choose the location from the drop down menu
- Now look at the top of the screen
 - Choose depart and return location as RES (residence) or the duty station (Beltsville, MD in the screen shot)
 - Can add comments and choose purpose again if you want – be sure to save comments
- Click CREATE DOCUMENT in the upper right hand corner; the information you just filled in is now the GENEREAL tab
- From here, continue to fill in the authorization (EXPENSES, EXCEPTIONS if foreign, ACCOUNTING, SUMMARY, CONFIRMATION)

Create Document Cancel

DOCUMENT INFORMATION SUB-TAB – Multiple Locations

Document Information Trip Information Custom Fields

Document Type  Auth
 Document Name  AUTH00001935
 Document Date 08/05/2014
 TANUM  A001I5
 Sponsored Travel
 Currency U.S. Dollar
 Type Code  SINGLE TRIP
 Purpose  CONFERENCE/NOT TRAINING
 Document Description  17th World Congress of Food Science and Technology and Expo - 08/16-21/2014 - International Union of Food Science and Technology
 Document Default Accounting Codes 14144011245153 
 GUSDAREE031245530





















TRIP INFORMATION SUB-TAB – Multiple Locations

Choose dates and itinerary location first at bottom of screen for first TDY location. Then choose dates for second TDY location without missing dates. If you need more than 5 TDY locations, click Add additional rows in the upper right hand corner. The dates at the top of the screen will auto fill in.

Document Information Trip Information

Trip No 1
 Depart From
 Return To
 Trip Duration Multiple days
 Trip Begin Date 09/15/2014
 Trip End Date 09/26/2014
 Allow changes to reservations to shorten this trip
 Depart Selection
 Return Selection
 Comments
 Preset

Itinerary Locations [Add additional rows](#)

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose	Unlisted
1		09/15/2014 	09/18/2014 	TDY Location 1 Search 	CONFERENCE/NOT TRAINING	<input type="checkbox"/>
2		09/18/2014 	09/20/2014 	TDY Location 2 Search 		<input type="checkbox"/>
3		09/20/2014 	09/23/2014 	TDY Location 3 Search 		<input type="checkbox"/>
4		09/23/2014 	09/26/2014 	TDY Location 4 Search 		<input type="checkbox"/>
5		09/26/2014 	09/27/2014 	TDY Location 5 Search 		<input type="checkbox"/>

Then choose depart and return selection from the drop down menu in the upper right hand corner which will auto-fill the left hand side of the screen. When finished, click CREATE document in the upper right hand corner (which is not pictured in the above print screen, but it is above the sub tab names).

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