

# TravelSmart Quick Reference Guide

## for Concur Travel Solutions

### Booking a flight

Welcome to the SFU TravelSmart Program! Once your profile is set up, you can log into [Concur](#) to book your trip. Business travel can be booked with an SFU C-Card and personal travel can be booked with a personal credit card. You can make a booking for yourself or for a guest. The trip search menu allows you to view flights, car rentals, hotels, trains, or check a flight status. You can switch to the arranger tab if you are booking flights for other people with a Concur profile. If you would prefer to book through an agent, please contact our SFU dedicated agents at 1-844-905-3824 or [psi.travel@dt.com](mailto:psi.travel@dt.com). A video tutorial for booking travel is available on our website.

#### 1. Search

Search for flights by entering the city name or airport code in the departure city and arrival city fields. Choose your departure/arrival dates and times. If you will be booking a car or hotel, please check off the boxes next to the respective options.

#### 2. Select

The search results lists all available flights during the selected time frame. You can make changes to your search criteria on the left side of the page. Once you have selected a flight, a fare quote will pop up showing the total cost.

#### 3. Reserve

If the quote is acceptable, click **Reserve**. You will be taken to the review/reserve screen which will give you a summary of your selection. Once you have reviewed the information, click **Reserve Flight and Continue**. If you initially chose a car rental or hotel, you will be taken to the respective booking screens to follow a similar process.

#### 4. Finalize

You will now be sent to the Travel Details page where you can make changes to your itinerary. If everything looks correct, please scroll to the bottom of the page and click **Next** to continue. The Trip Booking Information page will appear where you can add any other necessary information. Once that is completed, you can select **Hold Trip** to hold the reservation until the ticketing deadline or click **Next** to complete the reservation and book your trip!