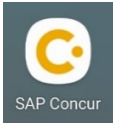


SAP Concur Mobile App – Booking

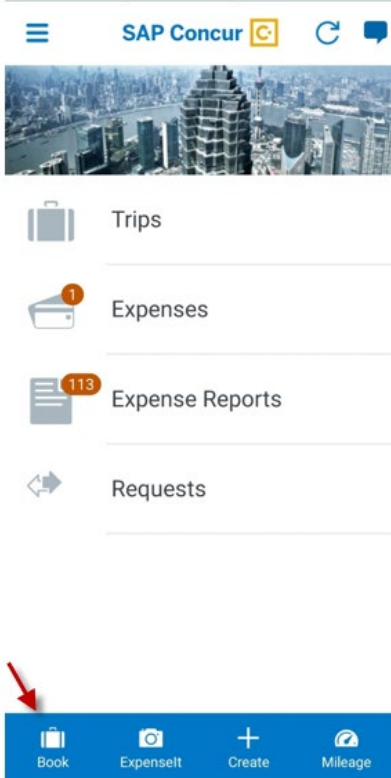
Booking Travel

Use the SAP Concur mobile App to book travel.

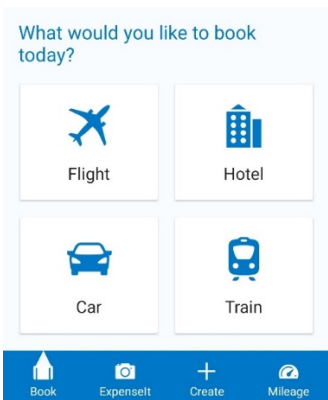
- Open the SAP Concur app



- Click **Book** (bottom left)



- Click on the travel that you need to book
 - Airfare
 - Lodging
 - Rental Car
 - Train



- Once you make a selection, you will then be asked to fill in additional information so the app can do a search for you. Fill in the required information and click on **Search**.

Book Flight

ONE WAY ROUND TRIP

Departure City
Houston George Bush Interco...

Arrival City
Dallas/Fort Worth Intl Airport

Departure Date
Mon, Nov 22, 2021

Departure Time
9:00 AM

Return Date
Wed, Nov 24, 2021

Return Time
9:00 AM

Class of Service
Economy

SEARCH

- Go over the search results and select what matches what you need

Results Summary

IAH to DFW
Nov 22, 2021 - Nov 24, 2021

See All (654 results)

Nonstop

- American Airlines** Starting **\$206.80**
32 results
- United** Starting **\$271.84**
24 results

See All Nonstop (56 results)

1 Stop

- American Airlines** Starting **\$379.60**
124 results
- Delta** Starting **\$607.40**
14 results
- United** Starting **\$404.61**
128 results

Select Flight

IAH to DFW
Nov 22, 2021 - Nov 24, 2021

- American Airlines** **\$206.80**
IAH Mon 10:29AM - DFW Mon 11:49AM
1h 20m / 0 Stops
DFW Wed 8:30AM - IAH Wed 9:39AM
1h 9m / 0 Stops
- American Airlines** **\$206.80**
IAH Mon 10:29AM - DFW Mon 11:49AM
1h 20m / 0 Stops
DFW Wed 12:29PM - IAH Wed 1:47PM
1h 18m / 0 Stops

- Once you have made a selection, finish the check-out process
 - Select a credit card
 - Add your Pre-Approved Travel Request ID
 - Click **RESERVE**
 - Note: If you do not have a valid credit card saved into your Concur profile you will not be able to Reserve the ticket

Flight Detail

IAH to DFW
Nov 22, 2021 - Nov 24, 2021

Departure

American Airlines 2420
IAH Mon 10:29AM - DFW Mon 11:49AM
1h 20m / 0 Stops / Economy / (G)

Return

American Airlines 2420
DFW Wed 8:30AM - IAH Wed 9:39AM
1h 9m / 0 Stops / Economy / (G)

Total Price
\$206.80

Credit Card
Select credit card

Please add your Pre-Approved Travel Request number. (Ex: 333N)
(Required)

RESERVE

