



How to Book Travel through Concur

DATE OF LAST UPDATE

December 2, 2019

LAST UPDATED BY

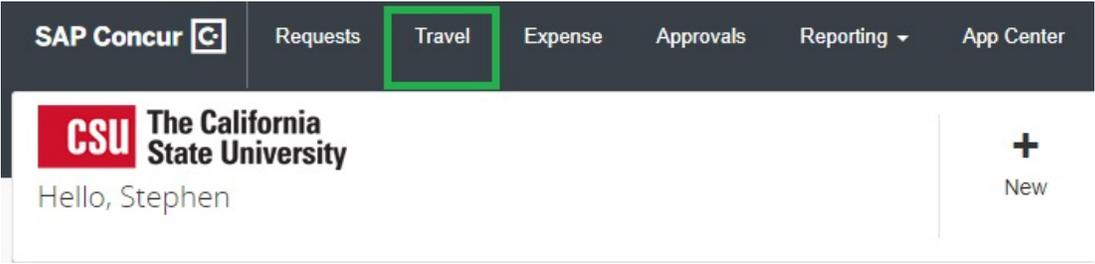
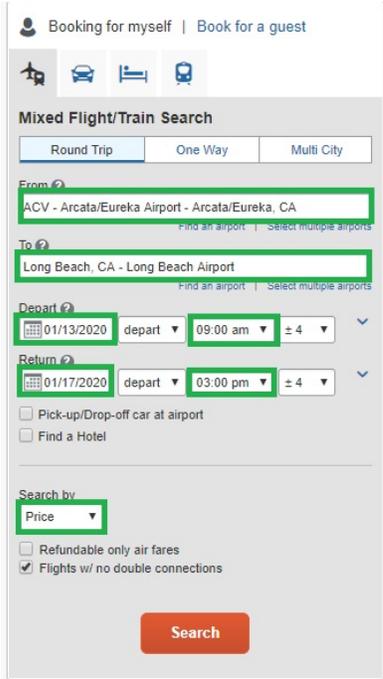
Steve Bagley

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STEP	ACTIVITY
<p>Do you have an approved travel request? If yes, proceed. If not, DO NOT BOOK ANY TRAVEL. You must complete a request prior to booking your travel. Log into SAP Concur and click on “Travel” in the upper left.</p>	
<p>Flights</p> <p>Next, enter your Flight departure/arrival information, including departure and return dates, and click “Search.” In the initial flight search, you will also have the option of selecting the bottom check boxes to indicate if you’ll need a rental car or hotel. You will also be able to search by price or by schedule. Please note that the search will only display flights within their selected departure and return times.</p>	

Sort through the flight options and choose your departing and returning flights. Click on the airfare that suits your travel needs. You may also click on “Show matrix” to see availability of carriers and nonstop flights.

ARCATA/EUREKA, CA TO DENVER, CO
MON, JAN 13 - FRI, JAN 17

[Show matrix](#) [Print / Email](#)

Depart Return

Arcata/Eureka, CA - Mon, Jan 13

Flight Number Search



Sorted By:

Depart - Earliest

Displaying: 27 out of 27 results.

Previous 1 2 3 Next | All

United **06:00a** ACV → 07:21a SFO Nonstop Economy [Select](#)

09:00a SFO → 12:39p DEN Nonstop Economy

5h 39m / United 5276, United 948 - [View seats](#)
Canadair Regional Jet, Boeing 737-800 (Worldspan)

United **06:00a** ACV → 07:21a SFO Nonstop Economy [Select](#)

11:00a SFO → 02:47p DEN Nonstop Economy

7h 47m / United 5276, United 223 - [View seats](#)
Canadair Regional Jet, Boeing 737-800 (Worldspan)

It is recommended that you stick with only one carrier when booking airfare to avoid issues if one leg of the flight is cancelled. At any point during your search, you have the option to view available flights by fares or by schedule, depending on your flexibility.

Trip Summary

Select Flights or Trains

Round Trip
ACV - DEN
Depart: Mon, 01/13/2020
Return: Fri, 01/17/2020

Finalize Trip

Previous Searches

Previous Searches
[Load](#)

Change Search

From
ACV - Arcata/Eureka Airport - Arcata/Eureka, CA
[Find an airport](#) | [Select multiple airports](#)

To
DEN - Denver Intl Airport - Denver, CO
[Find an airport](#) | [Select multiple airports](#)

Depart
01/13/2020 dep 12:00 am ± 4

Return
01/17/2020 dep 11:00 pm ± 4

ARCATA/EUREKA, CA TO DENVER, CO
MON, JAN 13 - FRI, JAN 17

Show as USD

[Hide matrix](#) [Print / Email](#)

All	7 results	United
Nonstop	1 results	
1 stop	6 results	

Selected Fare

United¹ **06:00a** ACV → 12:39p DEN 1 stop SFO 5h 39m [Remove](#)

\$573.60

07:07p DEN → 10:31a ACV 1 stop BUR 16h 24m

¹ United 5276 / 5369 operated by Skywest Dba United Express

[Show all details](#)

[Shop by Fares](#) [Shop by Schedule](#)

Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

DEPART **Mon, Jan 13** - Arcata/Eureka, CA to Denver, CO / 1h 39m layover in San Francisco, CA

Once you have chosen your flights, Concur will show you an overview before purchasing your tickets. Scroll down to the bottom section and approve your selection by clicking, “Reserve Flight and Continue.”

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges*
Airfare	\$365.58	\$47.62	\$413.20
Airfare	\$112.26	\$37.02	\$149.28
Total Estimated Cost:		\$562.48	
Total Due Now:		\$562.48	

* Each line item will be a separate charge on your credit card statement.

METHOD OF PAYMENT

This purchase will be charged to your company directly.

⚠ This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)

Rental Cars

For **Rental Cars**, Check to make sure your pick-up location is correct in the lower left of your screen. If you edit the airport or city, be sure to hit "Search" again to update your choices. Once you see a car type you like, click on the amount as shown here. Please note: HSU is contracted with Enterprise and National.

Trip Summary

Select a Car
Pick-up: Mon, 01/20/2020
Drop-off: Thu, 01/23/2020

Finalize Trip

Change Car Search

Pick-up date: 01/20/2020 12:00 pm
Drop-off date: 01/23/2020 12:00 pm
Pick-up car at: Airport Terminal Off-Airport
Please enter an airport:
ACV - Arcata/Eureka Airport - Arcata/Eureka, CA

Additional insurance purchased may not be reimbursable, refer to the CSU Travel Procedures.

PICK UP: (ACV) ON MON, JAN 20 12:00 PM
RETURN: THU, JAN 23 12:00 PM
Show as USD

Hide matrix Print / Email

All 10 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV
Enterprise Most Preferred	132.05	132.38	140.12	140.98	223.20	...
National Most Preferred	132.05	132.38	...	140.98	223.20	222.97

AVIS 020 CAR NOT AVAILABLE. AVAILABLE CARS ARE NONE #AL#
Budget 010 NO ARPT LOCS STORED

Sorted By: Policy - Most Compliant

Click the amount again to confirm this rental choice. You will then review your rental information. Click, "Reserve Car and Continue" on the bottom of your screen.

enterprise **Compact Car - \$35.01 per day (Worldspan)**

Automatic transmission
Unlimited miles, Pick-up: Terminal: ACV
Adults: 2, Children: 2, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost*
\$132.05

Most Preferred Car Vendor for CSU Office of the Chancellor / E-Receipt Enabled

Location details

State Government 1 Queen Bed One Queen B

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$35.01	Jan 20 - Jan 23	\$132.05*

Total Estimated Cost: \$132.05
Total Due Now: \$0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

Back **Reserve Car and Continue**

Hotels

When searching for **hotels**, enter the check-in and check-out dates. You also have the choice to search by proximity to addresses, airports, and reference points.

Booking for myself | Book for a guest

Hotel Search

Check-in Date: Check-out Date:

Search within 5 miles from

Airport Address Reference Point / Zip Code

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

With names containing:

Search

You may also use the map or the search options on the left to find hotels.

Trip Summary

Select a Hotel

Nights: 4
Los Angeles Intl Airport, Los Angeles, CA
Check-in: Mon, 01/20/2020
Check-out: Fri, 01/24/2020

Finalize Trip

Change Search

Price
\$120 - \$1,399

Display Settings
 Hide Sold Out
 E-Receipt Enabled

Property Brand
 Chain Superchain

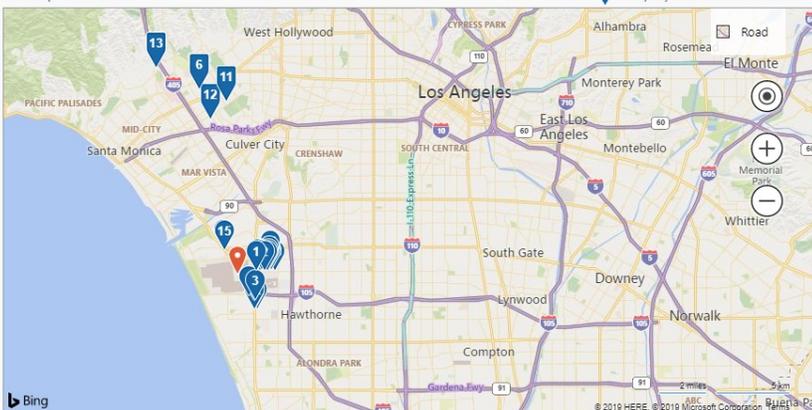
Certain hotels may offer government/preferred member rates which do not apply to all. CSU employees may use State Government rates. Additional verification may be required in order to receive the discounted/preferred rate shown.

CHECK-IN MON, JAN 20 - CHECK-OUT FRI, JAN 24

Show as USD

Hide Map Print / Email

Company Preferred Accommodation



Bing

If you click on “View Rooms” on a hotel you are interested in booking, it will provide you with the room options and prices.

 **2. Miyako Hotel Los Angeles**
328 E 1st St, Los Angeles, CA 90012 [Map it](#) **\$179**

0.26 miles ★★☆☆☆ [Hotel details](#)

Click on the hotel room price to choose this room. This will guide you to the Review and Reserve Hotel page. Verify all of the information and check the box, “I agree to the hotel’s rate rules, restrictions, and cancellation policy.” Then click “Reserve Hotel and Continue” as seen below.

 **2. Miyako Hotel Los Angeles**
328 E 1st St, Los Angeles, CA 90012 [Map it](#) **\$179**

0.26 miles ★★☆☆☆ [Hotel details](#)

Room Options

Bcdt Travel Two Double Beds-desk-wifi Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	<input type="button" value="\$179"/>
Bcdt Travel King Bed-flat Screen Tv-desk-wifi Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	<input type="button" value="\$179"/>
Bcdt Travel Two Double Beds-wifi Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	<input type="button" value="\$197"/>

ACCEPT RATE DETAILS AND CANCELLATION POLICY
Please review the rate details and cancellation policy provided by the hotel.

Hotel Rates

170.10 USD PER NIGHT STARTING 20 JAN FOR 1 NIGHT
179.10 USD PER NIGHT STARTING 21 JAN FOR 3 NIGHTS
ROOM RATE DETAIL: ALL KNOWN TAXES/FEEES/SURCHARGES
1.34 USD STATE/PROV TAX PER STAY
10.62 USD CITY TAX PER STAY
99.02 USD ROOM TAX PER STAY
110.98 USD TOTAL TAX/SURCH/FEE
849.20 USD TOTAL AMOUNT OF STAY

I agree to the hotel's rate rules, restrictions, and cancellation policy.

Click “Confirm Booking” to complete the booking process. **Please finish the booking process to keep your itinerary.**