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<td>Do you have an approved travel request? If yes, proceed. If not, <strong>DO NOT BOOK ANY TRAVEL.</strong> You must complete a request prior to booking your travel. Log into <a href="https://concur.com">SAP Concur</a> and click on “Travel” in the upper left.</td>
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**Flights**

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.
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.

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.

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.”
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.

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.

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

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

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.

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