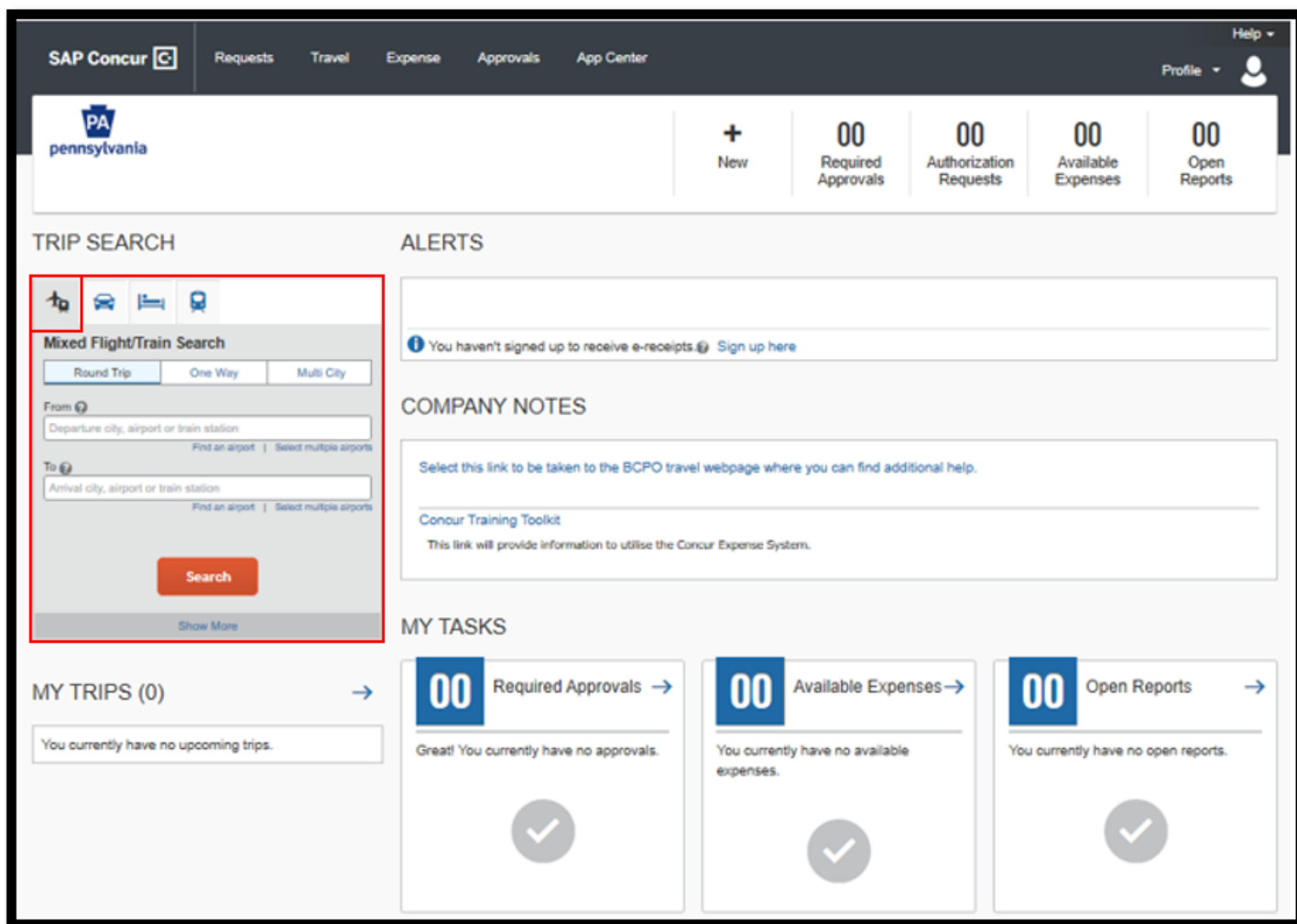


User Guide - Booking a Trip with Airfare

This guide is intended to walk an employee through the basics of how to book travel that includes airfare.

Booking a Flight

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. On the SAP Concur home page in the Trip Search section, select the flight tab.



The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' and icons for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below this is a dashboard with a 'PA pennsylvania' logo and several metrics: '+ New', '00 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. The main content area is divided into sections: 'TRIP SEARCH' (highlighted with a red box), 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. The 'TRIP SEARCH' section contains a 'Mixed Flight/Train Search' form with tabs for 'Round Trip', 'One Way', and 'Multi City'. It includes fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), both with 'Find an airport' and 'Select multiple airports' links. A 'Search' button and a 'Show More' link are also present. The 'ALERTS' section shows a message: 'You haven't signed up to receive e-receipts. Sign up here'. The 'COMPANY NOTES' section contains a link to the BCPO travel webpage and a link to the Concur Training Toolkit. The 'MY TASKS' section shows three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00), each with a checkmark icon and a message indicating no pending items.

3. Select either the Round Trip, One Way, or Multi City option on the flight tab.

The screenshot shows the 'Mixed Flight/Train Search' section of a travel booking interface. At the top, there are icons for flight, car, hotel, and train. Below these icons, the title 'Mixed Flight/Train Search' is displayed. Underneath the title, there are three buttons: 'Round Trip', 'One Way', and 'Multi City'. The 'Round Trip' button is highlighted with a red border. Below the buttons, there are two input fields: 'From' and 'To'. The 'From' field contains the text 'SEA - Seattle-Tacoma Intl Airport - Seattle, WA' and has two links below it: 'Find an airport' and 'Select multiple airports'. The 'To' field contains the text 'Arrival city, airport or train station' and also has two links below it: 'Find an airport' and 'Select multiple airports'.

4. In the **From** search field, if you enter your Departure City, SAP Concur will automatically search for and display a potential match of an airport. You may also use the **Find an airport** link or **Select multiple airports** link to search for an airport.

The screenshot shows a close-up of the 'From' search field. The field contains the text 'SEA - Seattle-Tacoma Intl Airport - Seattle, WA'. Below the text, there are two links: 'Find an airport' and 'Select multiple airports'. Both links are highlighted with a red border.

5. In the **To** search field, enter your Destination City.
6. Enter your Depart date and time and your Return date and time.
- a) If your trip includes a car rental, you may click the checkbox for **Pick-up/Drop-off Car Rental at airport**, which will prompt you to reserve a car after your flight arrangements are complete.
 - b) If your trip includes a hotel, you may click the checkbox for **Find a Hotel**, which will prompt you to reserve your hotel room after flight and/or car reservations are complete.

The screenshot shows the 'Depart' and 'Return' date and time selection form. The 'Depart' section has a date field with '05/18/2020', a 'depart' dropdown, a time field with '09:00 am', and a dropdown with '± 2'. The 'Return' section has a date field with '05/20/2020', a 'depart' dropdown, a time field with '03:00 pm', and a dropdown with '± 2'. Below these sections, there are two checkboxes: 'Pick-up/Drop-off car at airport' (checked) and 'Automatically reserve this car' (unchecked). There is also a checkbox for 'Find a Hotel' (checked). Below the checkboxes, there is a 'Search within' field with '10' miles from, and two radio buttons: 'Airport' (selected) and 'Address'. There are also radio buttons for 'Company Location' and 'Reference Point / Zip Code'. Below these, there is a text field for 'Reference Point / Zip Code' with the example '(e.g. "Statue of Liberty", "00210" or "Alexandria, VA")' and the text 'San Francisco, CA'. There is also a checkbox for 'With names containing:' followed by a text field. At the bottom, there is a 'Search by' dropdown with 'Price' selected, and a red 'Search' button.

7. Click the **Search** button to continue and open the flight selection screen.

- On the flight selection screen, available flight options will display. You may select the **Show all details** dropdown under the fare button to view additional information about a specific flight option.

Trip Summary

Select Flights or Trains
Round Trip
MDT - SFO
Depart: Mon, 05/18/2020
Return: Wed, 05/20/2020

Select a Car Remove
Pick-up: Mon, 05/18/2020
Drop-off: Wed, 05/20/2020

Select a Hotel Remove
Nights: 2
alcatraz
Check-in: Mon, 05/18/2020
Check-out: Wed, 05/20/2020

Finalize Trip

HARRISBURG, PA TO SAN FRANCISCO, CA
MON, MAY 18 - WED, MAY 20

Hide matrix Print / Email

| | American Airlines | United | Multiple |
|-----------------------|----------------------|-----------------------|----------------------|
| All 97 results | | | |
| 1 stop 3 results | 621.00 3 results | — | — |
| 2 stops 92 results | 757.21 23 results | 896.81 5 results | 946.20 64 results |
| 3 stops 2 results | — | 1,133.60 2 results | — |

Shop by Fares | Shop by Schedule

Flight Number Search Sorted By: Commonwealth Default

Displaying: 97 out of 105 results. Previous | Page: 1 of 10 | Next | All

| | | | | |
|--|-------------------------|------------|--------|----------|
| American Airlines | 08:30a MDT → 01:42p SFO | 1 stop CLT | 8h 12m | \$621.00 |
| | 01:00p SFO → 11:59p MDT | 1 stop CLT | 7h 59m | |
| Least Cost Logical Fare Show all details | | | | |
| American Airlines ¹ | 07:35a MDT → 12:58p SFO | 1 stop ORD | 8h 23m | \$754.51 |
| | 01:00p SFO → 11:59p MDT | 1 stop CLT | 7h 59m | |

¹ American Airlines 4145 operated by ENVOY AIR AS AMERICAN EAGLE

- To select a flight, click on the fare button that has the price of the flight.

American Airlines

08:30a MDT → 01:42p SFO 1 stop CLT 8h 12m

01:00p SFO → 11:59p MDT 1 stop CLT 7h 59m

Least Cost Logical Fare [Show all details](#)

\$621.00

Note: An alert icon will appear if the flight selected does not comply with travel policy. If the flight is still selected, a justification will need to be entered.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

- Air Fare is greater than the least cost logical airfare plus 200 dollars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Lower fare declined due to time constraints

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

[Save](#) [Cancel](#)

The selected fare was: \$859.70
The least cost logical fare was: \$621.00

Chosen:

Cost: \$859.70

Outbound Flight

| | | | | | | |
|-------------------|------|--------------------------------------|---------------------|--------------------------------------|---------------------|-------------|
| American Airlines | 3730 | Harrisburg Intl Airport (MDT) | 05/18/2020 7:00 AM | Dallas/Fort Worth Intl Airport (DFW) | 05/18/2020 9:23 AM | E-175 |
| American Airlines | 1085 | Dallas/Fort Worth Intl Airport (DFW) | 05/18/2020 10:20 AM | Los Angeles Intl Airport (LAX) | 05/18/2020 11:41 AM | Airbus A321 |

10. After the flight is selected, the review screen will appear. On this page you may:

- a) Review your flight details
- b) Select your seat assignment
- c) Review the price summary

Review and Reserve Flight

TRIP SUMMARY

- Flights Selected**
 - Round Trip
 - MDT - SFO
 - Depart: Mon, 05/18/2020
 - Return: Wed, 05/20/2020
- Select a Car** [Remove](#)
- Select a Hotel** [Remove](#)
- Finalize Trip**

REVIEW FLIGHTS

DEPART **Mon, May 18** - Harrisburg, PA to San Francisco, CA / 1h 06m layover in Charlotte, NC [Hide details](#)

| | | | |
|--------------------------|-------------------------|--------|---|
| Mon, May 18 | 08:30a MDT → 10:14a CLT | 1h 44m | American Airlines 1949 Airbus Industrie A320-100/200 |
| Layover in Charlotte, NC | | 1h 05m | Charlotte Airport |
| | 11:20a CLT → 01:42p SFO | 5h 22m | American Airlines 2081 Airbus Industrie A321 |

RETURN **Wed, May 20** - San Francisco, CA to Harrisburg, PA / 1h 15m layover in Charlotte, NC [Hide details](#)

| | | | |
|--------------------------|-------------------------|--------|--|
| Wed, May 20 | 01:00p SFO → 09:06p CLT | 5h 06m | American Airlines 1956 Airbus Industrie A321 |
| Layover in Charlotte, NC | | 1h 19m | Charlotte Airport |
| | 10:25p CLT → 11:59p MDT | 1h 34m | American Airlines 878 Airbus Industrie A320-100/200 |

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [Go](#)

Primary Traveler [Edit](#) [Review all](#)

Name: William Neuser Phone: 4045551212

Frequent Flyer Programs [Add a Program](#)

For American Airlines

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

| Flight | Seat |
|------------------------|-------------------------------|
| AA 1949 Main Cabin (L) | Select a seat |
| AA 2081 Main Cabin (L) | Select a seat |
| AA 1956 Main Cabin (M) | Select a seat |
| AA 878 Main Cabin (M) | Select a seat |

REVIEW PRICE SUMMARY

| Description | Fare | Taxes and Fees | Charges |
|------------------------------|----------|-----------------|----------|
| Airfare | \$579.53 | \$86.46 | \$665.99 |
| Total Estimated Cost: | | \$666.99 | |
| Total Due Now: | | \$666.99 | |

METHOD OF PAYMENT

This purchase will be charged to your company directly.

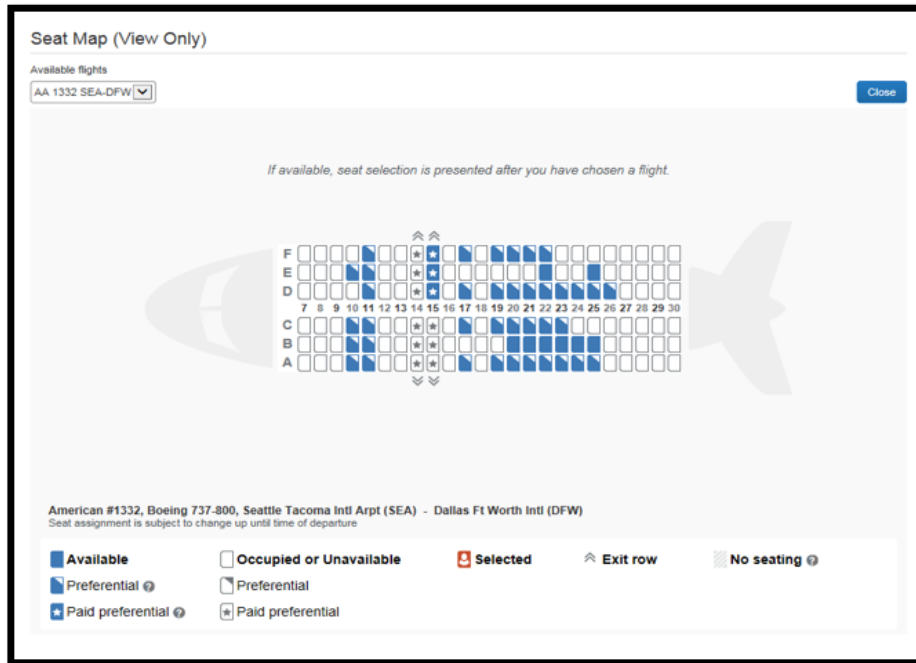
Warning: This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and make 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.

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

Note: Depending on the airline provider, you can view an available seat map and select any free seat for the flight. Commonwealth policy does not permit specific seats to be purchased. If a free seat is not, a seat will be assigned by the airline on the day of the flight.



11. To Hold the flight, click the **Reserve Flight and Continue** button.

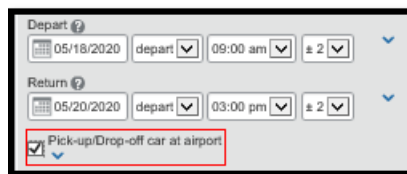
The next section of this guide will walk through booking a car and hotel. Reviewing and finalizing the reservation information can be found after these sections.

Booking a Rental Car

Per travel policy, SAP Concur can be used to book a car rental only if it is needed in conjunction with a flight.

Booking Rental Car at the Same Time as a Flight

1. On the SAP Concur home page on the Flight tab, after completing the Depart and Return information, click in the **Pick-up/Drop-off car at airport** checkbox.



2. On the Review Screen, select the appropriate rental car. You can use the Filters to adjust the options shown.

Note: An Enterprise rental car must be the selected if available, as this is the Commonwealth's preferred vendor. The contracted rate with Enterprise will automatically be displayed. Also, Enterprise is E-receipt enabled, meaning that the expense will automatically populate into your expense report!

3. Select the Car rental by clicking the **Total cost** button.

TRIP SUMMARY

PICK UP: (BNA) ON TUE, MAR 10 12:00 PM
RETURN: WED, MAR 11 12:00 PM

Hide matrix: Print / Email

| All | Compact Car | Intermediate Car | Standard Car | Full-size Car | Mini Van | Intermediate SUV | Standard SUV | Full-size SUV |
|----------------------|-------------|------------------|--------------|---------------|----------|------------------|--------------|---------------|
| 16 results | | | | | | | | |
| Enterprise Preferred | 47.59 | 49.51 | 49.51 | 52.73 | 75.89 | 72.02 | 75.89 | 110.64 |
| Enterprise Preferred | 47.59 | 49.51 | 49.51 | 52.73 | 75.89 | 72.02 | 75.89 | 110.64 |

Sorted By: Policy - Most Compliant

Displaying: 2 out of 16 results.

Enterprise Intermediate Car - \$35.54 per day (Sabre)

Automatic transmission
Unlimited miles. Pick-up: Terminal: BNA
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost: \$49.51

Most Preferred Car Vendor for Commonwealth of Pennsylvania / E-Receipt Enabled

Note: Commonwealth travel policy requires travelers to select a Compact, Intermediate, or Standard size rental car. If car is selected that does not comply with travel policy, an alert will appear and a justification will need entered in order to proceed.

4. Review the details of the rental car and select a method of payment. If you do not have a Corporate Travel Credit Card, a personal card will need to be used. Once the method of payment is entered, click the **Reserve Car and Continue** button to finish.

Review and Reserve Car

REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

| Type | Pick-up | Drop-off |
|------------------|--|--|
| Intermediate Car | Airport Terminal | Airport Terminal |
| Features | SFO: San Francisco 01:42 pm Mon, 05/18/2020 | SFO: San Francisco 01:00 pm Wed, 05/20/2020 |

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)
Ex: Need early pick-up (10am)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up.

Driver
Name: William Never Phone: 4045551212

Rental Car Agency Program [Add a Program](#)
No Program selected

REVIEW PRICE SUMMARY

| Description | Daily Rate | Dates | Total |
|---------------------------------------|------------|-----------------|-----------|
| Enterprise Car Rental | \$35.54 | May 18 - May 20 | \$109.66* |
| Total Estimated Cost: \$109.66 | | | |
| 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.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will be charged at the rental location.

[Edit](#) | [Add credit card](#)

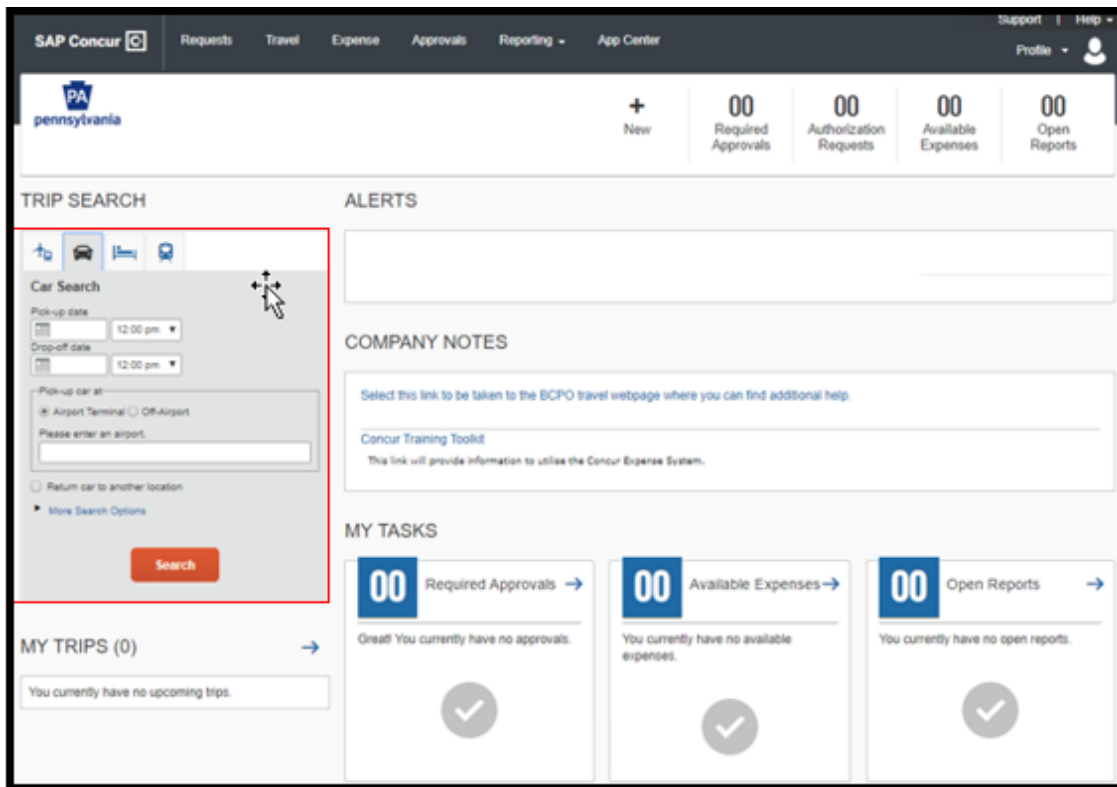
* Indicates credit card is a company card

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

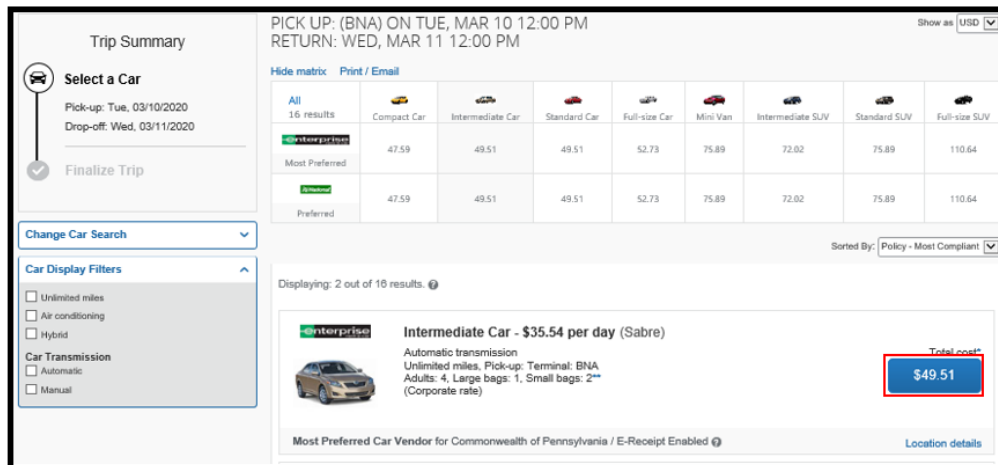
Booking Rental Car after a Flight has been Confirmed

If a car rental is deemed necessary after a flight has already been booked, follow the below steps to book a car within SAP Concur.

1. On the SAP Concur home page In the Trip Search section, select the **Car Rental** tab.



2. Enter your pick-up and drop-off dates and times.
3. In the **Pickup Car at** section, select the **Airport Terminal** radio button and enter the city or Airport code in the search field. You can also select **Off-Airport** location radio button to search for a location that is not an airport.
 - a) If you want to return the car to a location other than the pickup location, select the **Return car to another location** radio button and complete the required fields.
4. Select the rental car by clicking the **Total cost** button.



Note: Commonwealth travel policy requires travelers to select a Compact, Intermediate, or Standard size rental car. If car is selected that does not comply with travel policy, an alert will appear and a justification will need entered in order to proceed.

- Review the details of the rental car and select a method of payment. If you do not have a Corporate Travel Credit Card, a personal card will need to be used. Once the method of payment is entered, click the **Reserve Car and Continue** button to finish.

Review and Reserve Car

REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

| Type | Pick-up | Drop-off |
|------------------|--------------------------|--------------------------|
| Intermediate Car | Airport Terminal | Airport Terminal |
| Features | SFO: San Francisco | SFO: San Francisco |
| | 01:42 pm Mon, 05/18/2020 | 01:00 pm Wed, 05/20/2020 |

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver

Name: William Never Phone: 4045551212

Rental Car Agency Program [Add a Program](#)

No Program selected

REVIEW PRICE SUMMARY

| Description | Daily Rate | Dates | Total |
|---------------------------------------|------------|-----------------|-----------|
| Enterprise Car Rental | \$35.54 | May 18 - May 20 | \$109.66* |
| Total Estimated Cost: \$109.66 | | | |
| 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.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will be charged at the rental location.

Test Ax (...0000) [Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

Booking a Hotel

1. The **Find a Hotel** checkbox will already be marked when booking a flight. When clicking the Search button, the Hotel Selection screen will automatically appear after flight and/or car rentals are reserved. A hotel room may also be booked separately on the SAP Concur home page using the Hotel tab if the Find a Hotel checkbox is unchecked when completing a flight reservation.

The screenshot shows a search form for finding a hotel. It includes fields for 'Depart' (05/18/2020, 09:00 am) and 'Return' (05/20/2020, 03:00 pm). There are checkboxes for 'Pick-up/Drop-off car at airport' (checked), 'Automatically reserve this car' (unchecked), and 'Find a Hotel' (checked). Below these are search options: 'Search within 10 miles from' with radio buttons for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code' (selected). A text box for 'Reference Point / Zip Code' contains 'San Francisco, CA'. There is also a checkbox for 'With names containing:' followed by an empty text box. At the bottom, there is a 'Search by' dropdown set to 'Price' and a red 'Search' button.

2. Enter your Check in and Check out dates
3. Enter a destination in the **Reference Point/ Zip Code** search box and click the **Search** button.

The screenshot shows the SAP Concur home page. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area is divided into several sections: 'TRIP SEARCH' (highlighted with a red box), 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. The 'TRIP SEARCH' section contains a 'Hotel Search' widget with fields for 'Check-in Date', 'Check-out Date', 'Search within 10 miles from', and 'Reference Point / Zip Code'. The 'COMPANY NOTES' section contains a link to the BCPO travel webpage. The 'MY TASKS' section shows three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00), each with a checkmark icon.

4. The hotel selection screen consists of the following:
 - a) A map of the area
 - b) A listing of available hotels with a button next to each hotel in the list to **View Rooms**

5. Review the map to ensure the location is accurate. Hotels that are out of policy will display the yellow alert symbol and a justification will need to be provided to proceed.

6. Click the **View Rooms** button for your chosen hotel to see additional details such as available rooms, amenities, and room cancellation policies.

CHECK-IN TUE, JAN 7 - CHECK-OUT WED, JAN 8 Show as USD

Hide Map Print / Email Company Preferred Accommodation

Name Search Sorted By: Commonwealth Default Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

| | | |
|--|--|--|
| | 1. Sleep Over Sauce 135 Gough St, San Francisco, CA 94102 Map it 0.19 miles ★★☆☆☆ | Sold Out This property is not available for these dates Hotel details |
| | 2. Travelodge San Francisco Central 1707 Market St, San Francisco, CA 94103 Map it 0.2 miles ★★☆☆☆ | \$302 View Rooms Hotel details |
| | 3. Days Inn San Francisco Dtnw/Civic Center 405 Grove St, San Francisco, CA 94102 Map it 0.27 miles ★★☆☆☆ | \$136 View Rooms Hotel details |

7. Select the room you wish to book. Certain hotels are E-receipt enabled, meaning the expense will automatically populate into your expense report so you don't have to enter it!
8. Click the **Total Cost** button next to the room you wish to book.

1. Hyatt Regency Los Angeles Intl Arpt \$120
 6225 West Century Boulevard, Los Angeles, CA 90045 [Map it](#)
 0.78 miles ★★★★★ [Hide Rooms](#)

[Hotel details](#)

Room Options

| | | |
|--|---|-------|
| State Government 1 Queen Bed - One Queen Bed: Complimentary Wifi: (Sabre) Rules and cancellation policy | ✓ | \$120 |
| State Government 1 King Bed - King Bed : Complimentary Wifi : Business Desk (Sabre) Rules and cancellation policy | ✓ | \$120 |
| State Government 2 Queen Beds - Two Queen Beds: Complimentary Wifi: (Sabre) Rules and cancellation policy | ✓ | \$120 |

9. On the Review and Reserve Hotel screen, review your reservation for accuracy.
 - a) Select any room preferences.
 - b) Review the price summary.
 - c) Enter payment method information. If you have a Corporate Travel Credit Card, it will automatically be used to reserve the room. If you do not have a Corporate Travel Credit Card, a personal card will need entered.

Review and Reserve Hotel

REVIEW HOTEL ROOM
 La Quinta Inn & Suites San Fran. Arprt W
 Military Rate - 1 Queen Nbrk With Free Wifi, Free Breakfast, Mini-Fridge, Ac, Coffee Maker, Hair
 2 Nights | 1 Guest*

| Check-in | Check-out | Address | Phone |
|----------------------|-------------------------|--|--------------|
| Monday, May 18, 2020 | Wednesday, May 20, 2020 | 1390 El Camino Real Millbrae, California 94030 United States | 650-952-3200 |

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES
 Your preferences and comments will be passed to the hotel.
 Comments (30 character max)

 Request foam pillows Request rollaway bed

ENTER HOTEL GUEST INFORMATION
 Ensure the name below matches the I.D. shown on the day of check-in. ⓘ

Hotel Guest [Edit](#) | [Review all](#)

Name: William Neiver Phone: 4045551212

Hotel Program: [Add a Program](#)

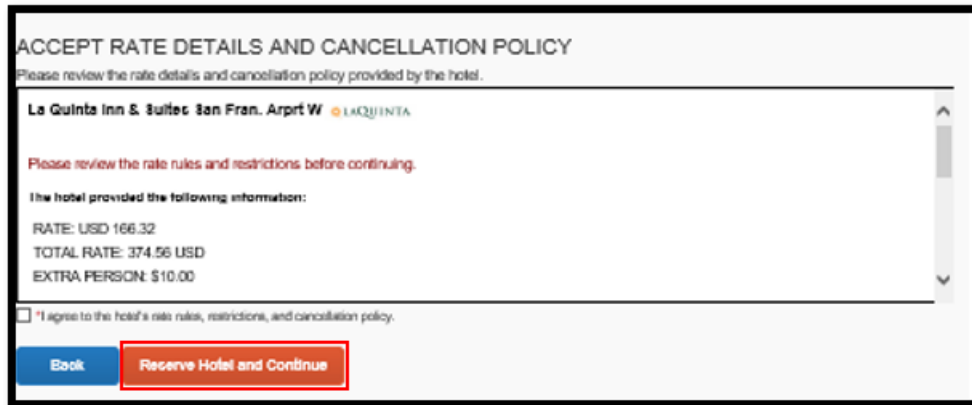
REVIEW PRICE SUMMARY

| Description | Nightly rate | Dates | Total |
|--|--------------|-----------------|----------|
| La Quinta Inn & Suites San Fran. Arprt W | \$166.32 | May 18 - May 20 | \$332.64 |
| Total Estimated Cost: \$332.64* | | | |
| Total Due Now: \$0.00** | | | |

* May not include taxes or additional fees.
 ** Remaining amount due at hotel location.

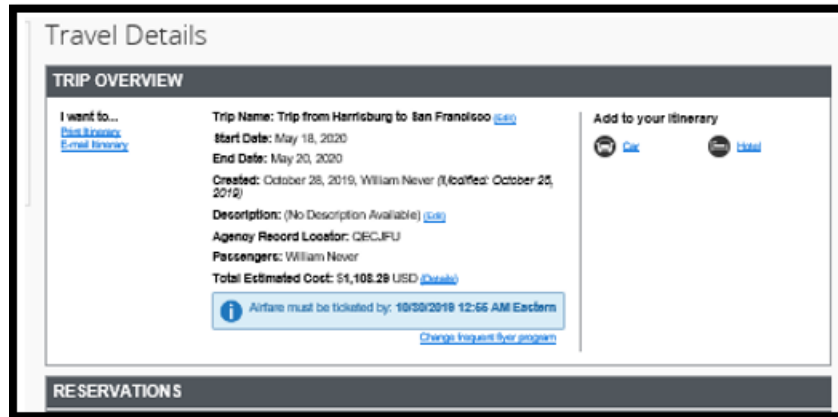
SELECT A METHOD OF PAYMENT
 The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.
 ⓘ [Edit](#) | [Add credit card](#)
 * Indicate credit card is a company card

10. Select the checkbox for **I agree to the hotels rules, restrictions and cancellation policy** and then click the **Reserve Hotel and Continue** button.

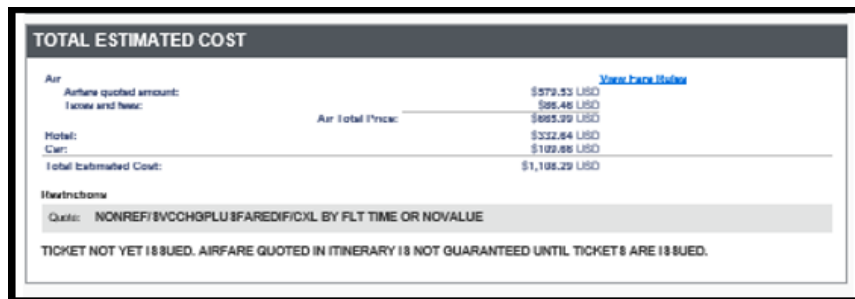


Review the Travel Itinerary

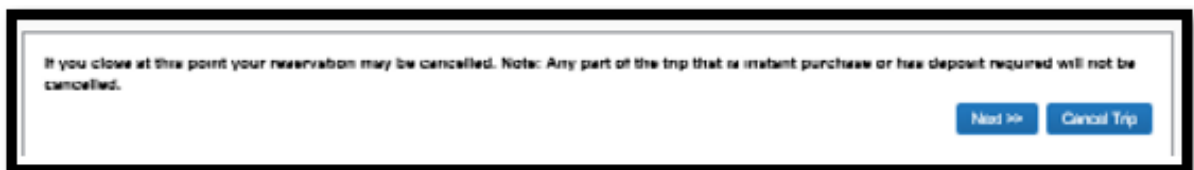
1. Once all flight, car rental, and hotel bookings are complete, you can view the details in the Travel Details page, or itinerary.



2. Review the Reservation detail.
3. Review the Total Estimated Cost detail.



4. To confirm and finalize the reservation, click on the **Next** button.



Confirm the Travel Reservations

1. On the Trip Booking Information screen, enter additional information about your trip:
 - a. **Trip Name** – this field will pre-populate with the first segment searched. The trip name can be changed and will appear on your itinerary.
 - b. **Trip Description** - This field is optional to clarify the trip purpose.
 - c. **Confirmation Copy** – Emails can be entered in this field to send a copy of the confirmation to another person. You can enter multiple email addresses separated by commas.
 - d. **With my email confirmation** – from this dropdown list, select whether you want to receive additional information with your email confirmation.

Note: if you are booking the trip as an arranger, you will receive the confirmation email along with the traveler.

2. Select Next to continue.

3. Trips that include airfare have an option to hold the trip. Click the **Hold Trip** button if you want to place a hold on your airline ticket. Please note that if the displayed date and time passes prior to you finalizing the purchase, the trip will be automatically cancelled.

4. If you want to finalize the reservation, click the **Next** button and then click the **Purchase Ticket** button.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)