Instructions for Booking Travel in Concur

NOTE: PLEASE DO NOT CREATE A CONCUR TRAVEL REQUEST OR A CONCUR TRAVEL EXPENSE REPORT. Due to auditing requirements, International Programs will take care of this for you.

Directions for booking travel

To purchase flights in Concur:

1) Sign on to Concur
2) Click on the Travel Tab (top of screen)
3) Select **Round Trip**, enter the **From** and **To** destination, the **Departure and Return date/times**, and click **Search**. If flying to/from Tallahassee, FSU travel recommends un-checking the Flights w/no double connections box to allow Concur to display more flight options.

![Concur Mixed Flight/Train Search](image)

4) Review the flight availability and select a flight. Flights can be viewed by Fares, or by Schedules, and can be filtered using the Sort-By options. **Sort by Duration** will give the flights with shortest layovers.
5) Slide bars on the left of the screen enable you to filter search results by departure/arrival times, and price. Click on the price to select your flight.
6) Review the flight details and traveler information. If this is the flight you wish to book, you may select your seat assignment at this time by clicking Select Seats. Please note that FSU will not reimburse any fees associated with seat selection.

7) If seat selection is available, click the Select Seat button and make your selection.
8) Click Close.
9) Review the method of payment and make any necessary changes.
10) On the Review and Reserve Flight page, verify all in
You may choose any method of payment.
Step 2: Notify International Programs of booking/purchase

- Email ip-submittravel@fsu.edu when flight has been booked/purchased in Concur and attach receipt showing payment and itinerary.

Questions?

Concur System:

How to access Concur and for information about the system:

https://controller.vpfa.fsu.edu/travel/concur

For questions about the Concur system: Your departmental travel representative or the FSU Travel Office:

850-644-5021 or Travel@fsu.edu

All other questions:

For all other questions regarding travel reimbursements from International Programs:

Ip-submittravel@fsu.edu