

**ANATOMY OF CONCUR – Travel page before conducting an airfare search**

ITEM	ELEMENT	COMMENT
1	Help icon	Hover your mouse over the <b>Help</b> icon and <b>Travel Help</b> will appear. Click <b>Travel Help</b> .
2	Profile Settings / Sign Out / Administer Another User	Click to do any of the following: (1) Edit your profile settings (2) Sign out (3) Administer another user’s Concur account as his/her assistant; the selection made also determines whose profile and trip history is active.
3	Top-level Menu Options	Click <b>CONCUR</b> to return to Concur’s Home page. Use the <b>Travel</b> menu to research and book travel. <b>App Center</b> provides information about mobile travel apps, some of which interface with Concur. (Note: The university does not provide support for any of these mobile apps.)
4	Travel Menu Options	You’ll see these menu options only when <b>Travel</b> is selected from the top-level menu. The <b>Arrangers</b> menu is seen only by employees who have been designated as an assistant by another employee. Use the <b>Trip Library</b> to view past and future trips.
5	CTP Phone Numbers	These phone numbers are for Corporate Travel Planners. CTP’s Online Help Desk (toll free 877-727-5188) can answer questions about how to complete a task in Concur. For full-service bookings by a travel agent, <i>or for questions about travel that is already booked using Concur</i> , call 866-366-1142 (or 210-366-1142).
6	Travel Tabs	Click the <b>Upcoming Trips</b> tab to view future trips booked and on hold. The <b>Trips Awaiting Approval</b> tab is <u>not used</u> by UTHSCSA.
7	Trip Search Wizard	The first four tabs on the Trip Wizard are used for researching fares. The last tab is used to check the status of a flight.
8	Tax Exemption certificate	For information about this form, refer to <i>Hotel Tax Documentation</i> discussed at <a href="http://uthscsa.edu/business/travel/lodging.shtml">http://uthscsa.edu/business/travel/lodging.shtml</a> .

The screenshot shows the Concur Travel page interface. Red callout boxes with numbers 1 through 8 point to specific elements:

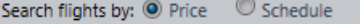
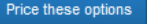
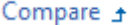




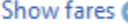
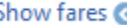

- 1:** Help icon in the top right corner.
- 2:** Profile dropdown menu in the top right corner.
- 3:** CONCUR logo in the top navigation bar.
- 4:** Travel menu options (Travel, Arrangers, Trip Library, Templates, Tools) in the top navigation bar.
- 5:** Contact information for CTP (Corporate Travel Planners) on the right side of the page.
- 6:** Company Notes tabs (Company Notes, Upcoming Trips, Trips Awaiting Approval) on the right side of the page.
- 7:** Air/Rail Search form on the left side of the page.
- 8:** Texas Hotel Occupancy Tax Exemption Certificate link at the bottom of the page.

Additional callout boxes provide context:

- Top left: "Click here to view the Concur **Home** page." (points to the CONCUR logo)
- Left side: "Departure City You can have this field always auto-populate for you if you select a *Preferred Departure Airport* in your Concur profile's Travel Preferences." (points to the Departure City field)
- Right side: "Click here to: Edit your profile, Sign out of Concur, Administer travel for another user" (points to the Profile dropdown)

## ANATOMY OF CONCUR – Travel page after conducting an airfare search (by price/fares)

(Refer to illustration on page 3)

ITEM	ELEMENT	COMMENT
1	Trip Summary	Defaults based on the trip parameters you entered on the Trip Search Wizard.
2	Flight Matrix	<b>EXCELLENT FEATURE!</b> Click any box in the matrix to filter the search results. Click the <b>All</b> box in the top, left corner to clear any filters applied. A similar matrix appears whenever you search for rental cars.
3	Baggage Fees	Displays a box showing the baggage fee policies for the airlines that appear in the flight matrix.
4	Print / Email	Use to print or email the search results. Concur prints or emails exactly what you see on the page. This is especially useful for travel arrangers who want to provide a traveler with a list of possible flights.
5	Hide Matrix	Click to hide the Flight Matrix to reduce screen clutter.
6	Modify / Filter Search	Allows you to modify or filter your search results.
7	Shop By Fares; Shop by Schedule	When you initiate a flight search, you will have two options:  . The <b>Price</b> option relates to the <b>Shop by Fares</b> tab. When you use <b>Shop by Fares</b> , Concur's search results show you pricing for pre-built combinations of outbound and return flights that meet the criteria of least cost and shortest duration. If none of these combinations are optimal, you can click the <b>Shop by Schedule</b> tab. With this option you can select a combination of outbound and return flights. After you select a combination of flights, you will see the  button. Click this button to have Concur calculate the price of your selected flights.
8	Show / Hide Fare Legend	The Fare Legend provides the meanings for most icons you see appearing below a flight (see 14). Use this link to show/hide the Fare Legend.
9	Sort By Options	These sort options will differ somewhat based on whether you use Shop by Fares or Shop by Schedule.
10	Expand All Details	Useful when you are comparing flight details for just a few flights; otherwise, you will find it easier to use the  link to compare two or more flights (see 13).
11	Navigation links	Use these to navigate back and forth in the search results.
12	Select Button	Click the  button to choose a flight. Where a flight offers more than one fare class from which you can choose, you will see the  button. Click this button to reveal the available fare classes. When the fares are exposed, Concur will display a  button at the lower right of the flight details.
13	Compare link	Click  for two or more flights and Concur will “float” your chosen flights to the top of the page below the Flight Matrix.
14	Icons	The meaning of these icons can be found by either looking at the fare legend (see 8) or hovering your mouse over the icon.
15	Show details / Show fares	View flight details and fare classes. If you see  , this indicates there are multiple fare classes for the flight. Click the  link to view the available fares.
	Administer for	Visible by travel assistants only. This provides a visual indication of whose travel arrangements the assistant is working on.

### San Antonio, TX To Houston, TX Sat, Feb 21 - Tue, Feb 24

4 Print / Email

5 Hide matrix

#### Trip Summary

**Select Flights**

1 Round Trip  
SAT - HOU  
Outbound: Sat, 02/21/2015  
Return: Tue, 02/24/2015

Finalize Trip

All 40 results	Southwest ♦♦	American Airlines ♦♦	Multiple Carriers	US Airways
Nonstop 2 results	334.38 2 results	--	--	--
1 stop 38 results	342.88 4 results	769.70 16 results	819.70 2 results	819.70 16 results

Previous Searches

3 Baggage Fee Policies

8 Show fare display legend

9 Sorted By: Policy - Most Compliant

7 Shop by Fares Shop by Schedule

10 Expand All Details

11 << Previous 1 2 3 4 Next >> | All

6 Change Flight Search

Outbound - Sat, Feb 21

07:19 AM - 10:46 AM

08:30 AM - 04:37 PM

Return - Tue, Feb 24

03:45 PM - 05:04 PM

04:45 PM - 11:52 PM

Price

\$334.38 - \$825.30

Display Settings

Airport Filters

Connecting Airport Filters

Displaying: 40 out of 57 results.

Price	Carrier	Depart	Arrive	Stops	Duration
\$334.38	Southwest	SAT 08:50 am → HOU 09:45 am	HOU 03:45 pm → SAT 04:45 pm	0	55m
		Compare		R	More like this + Show details v
Starting From: \$164.70	Southwest	SAT 07:40 am → HOU 08:30 am	HOU 03:45 pm → SAT 04:45 pm	0	50m
		Compare		R	More like this + Show fares v
\$342.88	Southwest	SAT 08:50 am → HOU 09:45 am	HOU 04:30 pm → SAT 07:05 pm	1	2h 35m
		Compare		R	More like this + Show details v
\$342.88	Southwest	SAT 09:45 am → HOU 01:05 pm	HOU 03:45 pm → SAT 04:45 pm	1	3h 20m
		Compare		R	More like this + Show details v
\$342.88	Southwest	SAT 07:40 am → HOU 08:30 am	HOU 04:30 pm → SAT 07:05 pm	1	2h 35m
		Compare		R	More like this + Show details v