

# SAP Concur Mobile App – Booking

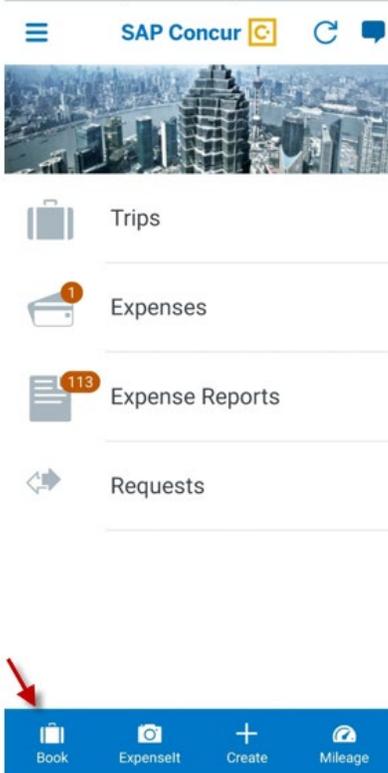
## Booking Travel

Use the SAP Concur mobile App to book travel.

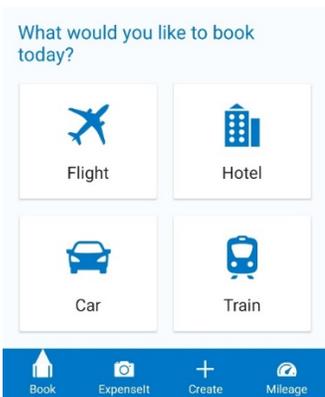
- Open the SAP Concur app



- Click **Book** (bottom left)



- Click on the travel that you need to book
  - Airfare
  - Lodging
  - Rental Car
  - Train



- Once you make a selection, you will then be asked to fill in additional information so the app can do a search for you. Fill in the required information and click on **Search**.

**Book Flight**

ONE WAY    ROUND TRIP

Departure City  
**Houston George Bush Interco...**

Arrival City  
**Dallas/Fort Worth Intl Airport**

Departure Date  
**Mon, Nov 22, 2021**

Departure Time  
**9:00 AM**

Return Date  
**Wed, Nov 24, 2021**

Return Time  
**9:00 AM**

Class of Service  
**Economy**

**SEARCH**

- Go over the search results and select what matches what you need

**Results Summary**

**IAH to DFW**  
Nov 22, 2021 - Nov 24, 2021

**See All (654 results)**

**Nonstop**

- American Airlines** Starting **\$206.80**  
32 results
- United** Starting **\$271.84**  
24 results

**See All Nonstop (56 results)**

**1 Stop**

- American Airlines** Starting **\$379.60**  
124 results
- Delta** Starting **\$607.40**  
14 results
- United** Starting **\$404.61**  
128 results

**Select Flight**

**IAH to DFW**  
Nov 22, 2021 - Nov 24, 2021

- American Airlines** **\$206.80**  
IAH Mon 10:29AM - DFW Mon 11:49AM  
1h 20m / 0 Stops  
DFW Wed 8:30AM - IAH Wed 9:39AM  
1h 9m / 0 Stops
- American Airlines** **\$206.80**  
IAH Mon 10:29AM - DFW Mon 11:49AM  
1h 20m / 0 Stops  
DFW Wed 12:29PM - IAH Wed 1:47PM  
1h 18m / 0 Stops

- Once you have made a selection, finish the check-out process
  - Select a credit card
  - Add your Pre-Approved Travel Request ID
  - Click **RESERVE**
    - Note: If you do not have a valid credit card saved into your Concur profile you will not be able to Reserve the ticket

### Flight Detail

**IAH to DFW**  
Nov 22, 2021 - Nov 24, 2021

**Departure**

**American Airlines 2420**  
IAH Mon 10:29AM - DFW Mon 11:49AM  
1h 20m / 0 Stops / Economy / (G)

**Return**

**American Airlines 2420**  
DFW Wed 8:30AM - IAH Wed 9:39AM  
1h 9m / 0 Stops / Economy / (G)

Total Price  
**\$206.80**

Credit Card  
**Select credit card**

Please add your Pre-Approved Travel Request number. (Ex: 333N)  
*(Required)*

**RESERVE**

