CONCUR

Multi-City Trips:

Use "Search by Schedule for the best possible results on each leg of your trip.
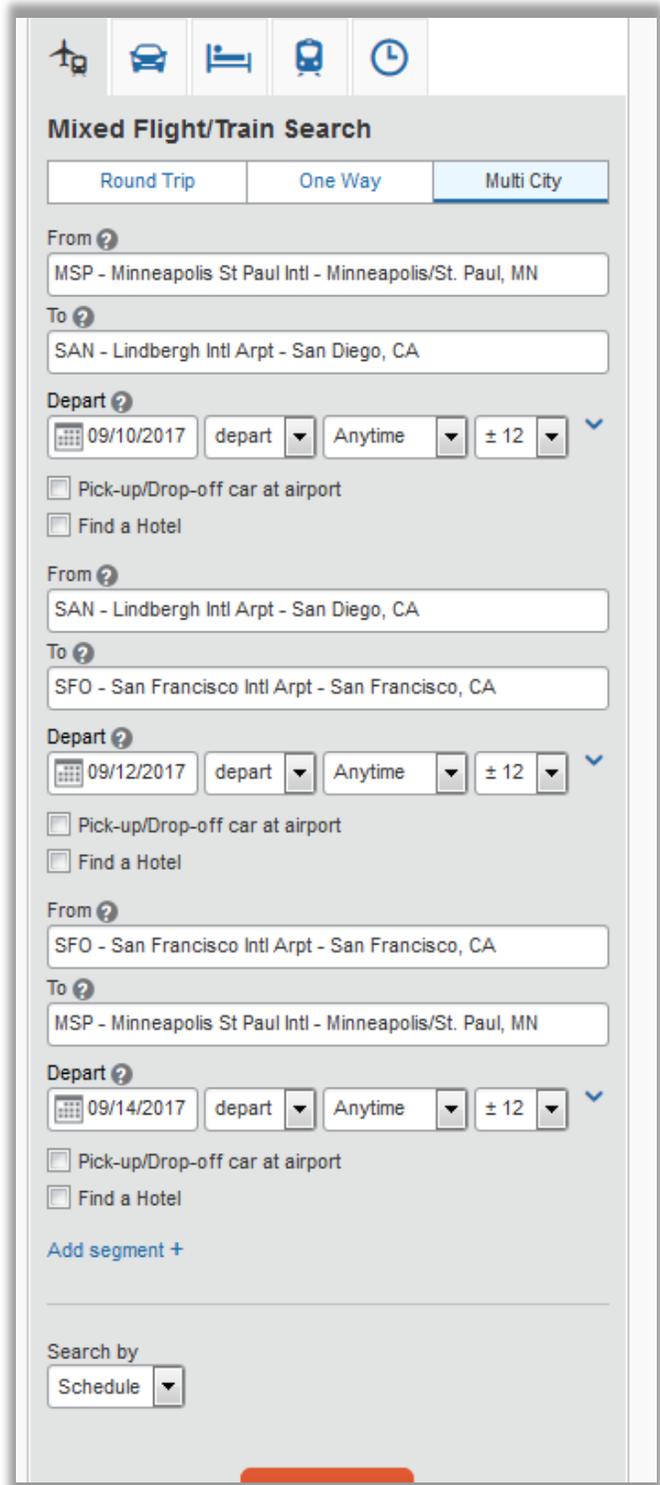
Use "Anytime" time window to bring back the most results by searching all flights between 12am and 11:59pm.

Important Notes:

*Using the Concur pre-determined time windows (Morning/Afternoon/Evening) will only search flights within that window, all other flight times will automatically filter out. The results page time-slider filter will not go beyond the pre-set window times and a new search would be required to find any alternate times.

> Morning = 6am-11:59am
> Afternoon = 12pm-5:59pm
> Evening = 6pm-11:59pm

*Using the "Search by Price" option from the main travel search wizard (search criteria box on Concur homepage) will give filtered results. Concur will only show flights that can be priced and ticketed together (based on airline and airfare rules). Not all airlines have ticketing agreements and nor can all fares can be combined, this automatically filters out some flight options from the results page. If you initialize the search by price and toggle over to schedule from the priced results page, you will only see the "priced" options in a "schedule" format. It will not automatically pull in any missing/filtered flight options. A new search would be required to find any alternate times previously filtered.

Mixed Flight/Train Search

Round Trip	One Way	Multi City

From
MSP - Minneapolis St Paul Intl - Minneapolis/St. Paul, MN
To
SAN - Lindbergh Intl Arpt - San Diego, CA
Depart
09/10/2017 | depart | Anytime | ± 12
☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

From
SAN - Lindbergh Intl Arpt - San Diego, CA
To
SFO - San Francisco Intl Arpt - San Francisco, CA
Depart
09/12/2017 | depart | Anytime | ± 12
☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

From
SFO - San Francisco Intl Arpt - San Francisco, CA
To
MSP - Minneapolis St Paul Intl - Minneapolis/St. Paul, MN
Depart
09/14/2017 | depart | Anytime | ± 12
☐ Pick-up/Drop-off car at airport
☐ Find a Hotel

Add segment +

Search by
Schedule

Multi-City -

Search by Schedule

Search results on a "Schedule" search will allow you to search and select desired flights for each leg of your trip one at a time before the system will price the options.

You can toggle to each flight segment to view options before making your final selections. In the 3 screen shots (right), the segment tabs are shown at the bottom of each picture.

Click options within the matrix grid or use the filter menus on the left side of the results page to narrow or adjust the search results.

Note: When in the "Shop by Schedule" mode, most filter adjustments will only affect the current segment tab allowing you control to view and filter as needed.

After you've selected flights for each leg of your trip, Concur will price your selections.

- To move forward, click on the fare amount.
- To view flight details, click the "Show all details" link.
- If the flights do not price, it may be due to no ticketing agreements between airlines or a fare rule restriction. Contact Blue Ribbon for assistance at 800-626-5309 or onlinesupport@blueribbontravel.com

Helpful hints:

Low cost carriers such as Spirit, Sun Country, Southwest, JetBlue and Frontier do not have ticketing agreements with other airlines.

American Airlines does usually allow other airlines in the same record.

Basic Economy fares are not combinable with other fares.

Screenshot 1 — Segment 1

MULTI-SEGMENT TRIP FROM MINNEAPOLIS/ST. PAUL, MN
SUN, SEP 10 - THU, SEP 14   Show as USD

Trip Summary
Select Flights or Trains
Multi City
MSP - SAN Sun, 09/10/2017
SAN - SFO Tue, 09/12/2017
SFO - MSP Thu, 09/14/2017
Finalize Trip
Change Search
Segment: 1 - Sun, Sep 10
Depart 05:30 A - 06:10 P
Arrive 09:45 A - 11:14 P

Hide matrix   Print / Email

	All 65 results	Delta	Alaska Airlines	Southwest	United	American Airlines	Sun Country Airlines
Nonstop 4 results	3 results	—	—	—	—	1 results
1 stop 55 results	24 results	2 results	9 results	9 results	11 results	—
2 stops 5 results	—	—	5 results	—	—	—
3 stops 1 results	—	1 results	—	—	—	—

Shop by Fares   Shop by Schedule

Segment: 1   Segment: 2   Segment: 3

Screenshot 2 — Segment 2

MULTI-SEGMENT TRIP FROM MINNEAPOLIS/ST. PAUL, MN
SUN, SEP 10 - THU, SEP 14   Show as USD

Trip Summary
Select Flights or Trains
Multi City
MSP - SAN Sun, 09/10/2017
SAN - SFO Tue, 09/12/2017
SFO - MSP Thu, 09/14/2017
Finalize Trip
Change Search
Segment: 2 - Tue, Sep 12

Hide matrix   Print / Email

	All 79 results	United	Delta	Southwest	Alaska Airlines	Hawaiian	Virgin America	American Airlines
Nonstop 29 results	9 results	—	7 results	6 results	1 results	6 results	—
1 stop 48 results	4 results	19 results	12 results	1 results	—	—	12 results
2 stops 2 results	1 results	1 results	—	—	—	—	—

Shop by Fares   Shop by Schedule

Segment: 1   Segment: 2   Segment: 3

Screenshot 3 — Segment 3

MULTI-SEGMENT TRIP FROM MINNEAPOLIS/ST. PAUL, MN
SUN, SEP 10 - THU, SEP 14   Show as USD

Trip Summary
Select Flights or Trains
Multi City
MSP - SAN Sun, 09/10/2017
SAN - SFO Tue, 09/12/2017
SFO - MSP Thu, 09/14/2017
Finalize Trip
Change Search
Segment: 3 - Thu, Sep 14
Depart 12:30 A - 07:09 P
Arrive 06:14 A - 12:49 A

Hide matrix   Print / Email

	All 63 results	Delta	American Airlines	Southwest	United	Alaska Airlines	Sun Country Airlines	Frontier
Nonstop 13 results	6 results	—	—	3 results	2 results	2 results	—
1 stop 45 results	13 results	14 results	10 results	5 results	2 results	—	1 results
2 stops 3 results	—	—	3 results	—	—	—	—
3 stops 2 results	—	—	2 results	—	—	—	—

Shop by Fares   Shop by Schedule

Segment: 1   Segment: 2   Segment: 3

General Tips for Booking in Concur:

*When creating travel reservations via Concur, be sure to add all components (air, car and hotel) within the same trip.
- You can book the components at different times, but we recommend adding to the existing trip rather than making a new "Trip".
- Click the Travel tab, then click Trip Library to call up your existing trip list. Concur will also display the next few trips on the homepage in Concur.
    - Click the trip name you need to modify, then follow screen prompts to add components (i.e. add a hotel to a previously booked air-only reservation).
- In the event you need to cancel or change the trip, Concur will take care of all components at once rather than having to cancel or change each piece of your trip.
- It will be easier to clone or share your trip with others if it is all booked within the same trip.

*Cloning or Sharing trips with others is a quick and easy way to rebook or invite traveling companions to book/re-book trips while bypassing the whole search and research process.

*Concur begins the reservation process as soon as you pass through the "Review and Reserve" page.
- Confirmation numbers are obtained from the vendors.
- Reservation is placed on hold in the Blue Ribbon system.
- Cancel penalties apply.
- Trip and any airline tickets are not processed until trip is finalized via Concur.

*If you stop the Concur booking process prior to completing reservation (Concur also refers to this as "submitting confirmation", "finalizing trip" or "purchasing trip"), Concur will place the selected items on hold for 8 hours.
- "Unfinished Trip" alerts will be announced in the note section and in your Trip Library.
- Email notification alert will be sent from Concur after 6 hours.
- Concur will auto-cancel all trip components that are not "finished" after 8 hours (strict time limit)
- Note that all cancel penalties apply to any reservation within policy restrictions.
- There are several "Finalize Trip" pages to move through, scroll down and Next until you reach Finish.

 *You will see a "Finished!" message and automatically receive an online trip confirmation email from Concur when the trip has been turned over to Blue Ribbon travel for processing.

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- Afternoon = 12pm-5:59pm
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*Contact Blue Ribbon Travel's Online Support for assistance at onlinesupport@blueribbontravel.com or 800-626-5309