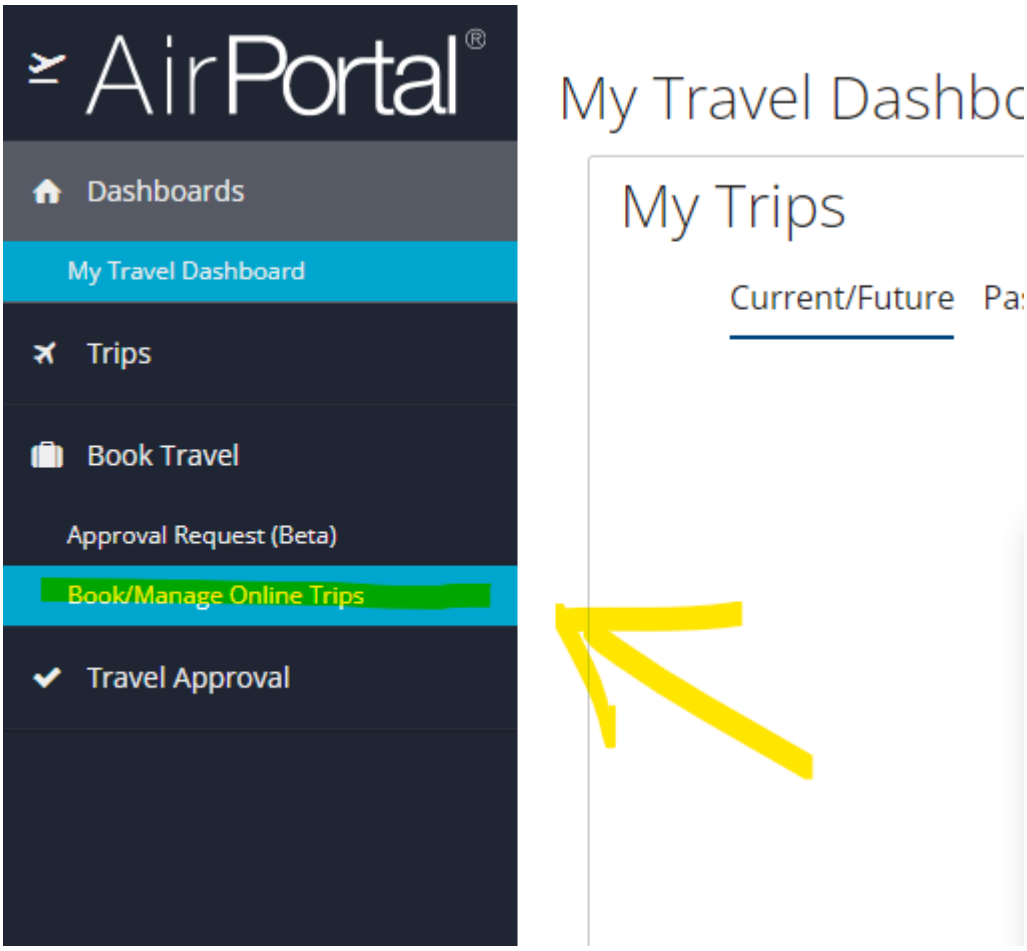
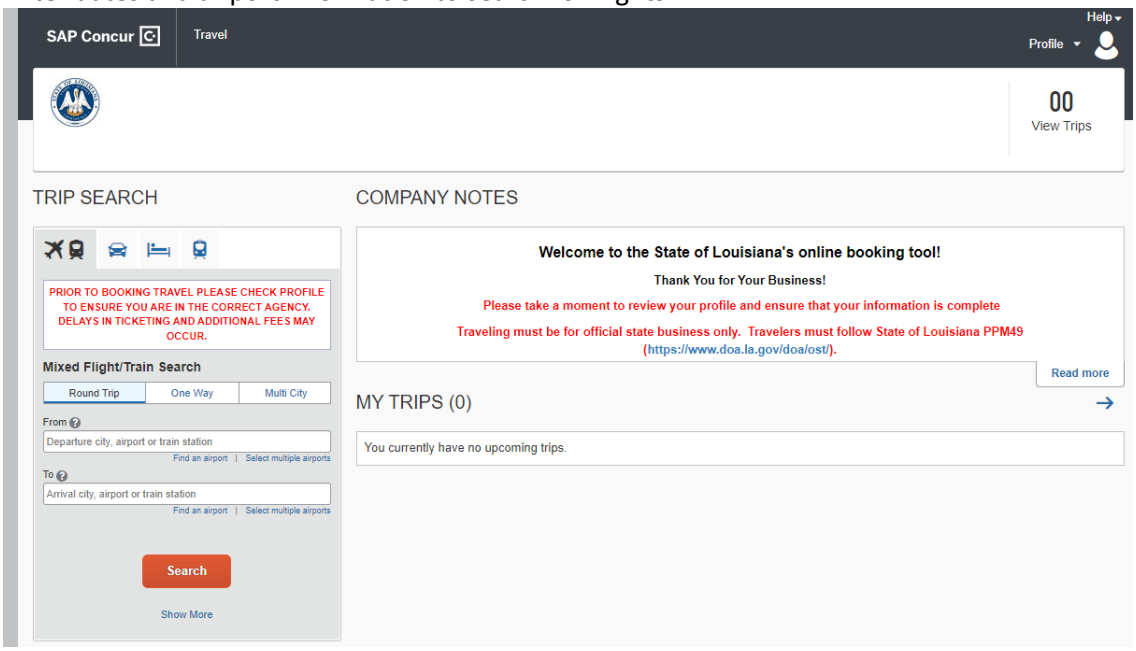
Booking through Christopherson AirPortal – SAP Concur

IMPORTANT Flight requests should only be made Monday through Friday before 2:30p.m. to ensure that they can be approved on the same day.**

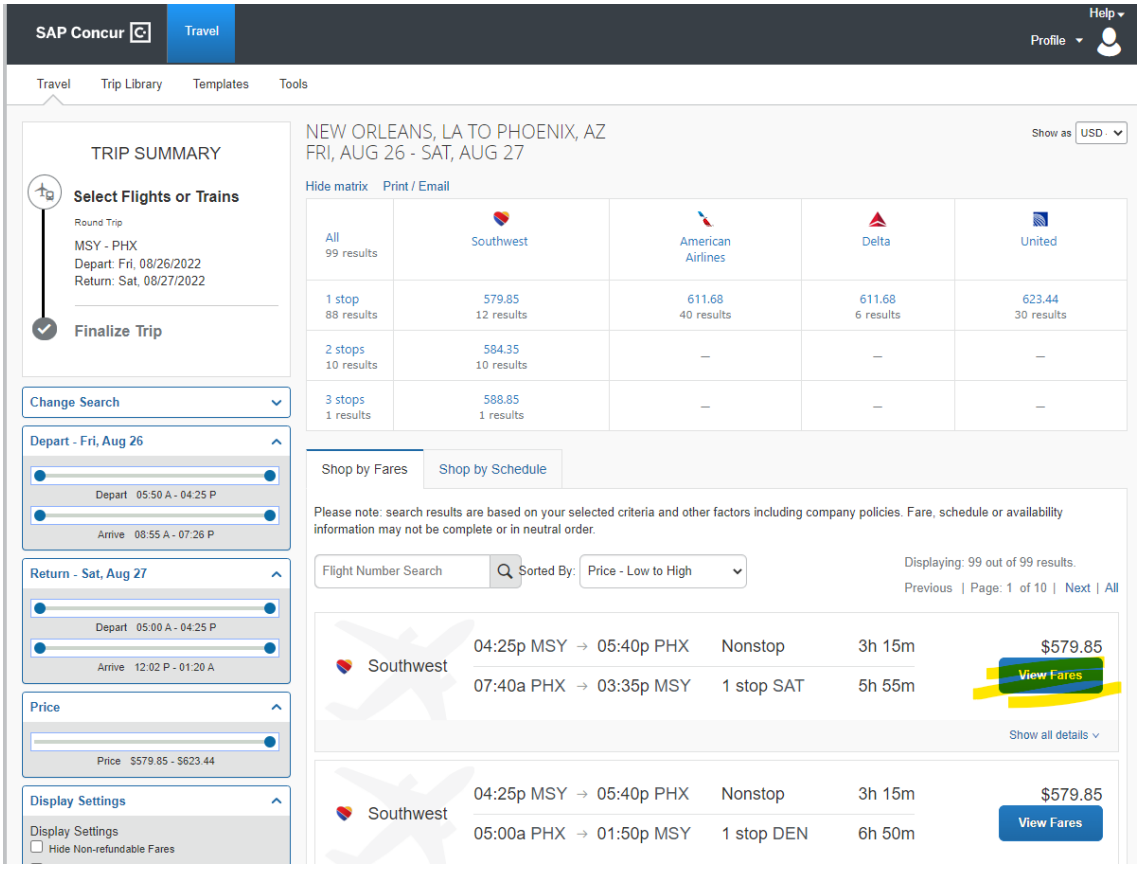
1. Once your profile has been approved in AirPortal, select "Book/Manage Online Trips"
2. Click TWICE to be directed to SAP Concur https://us2.concursolutions.com/home.asp



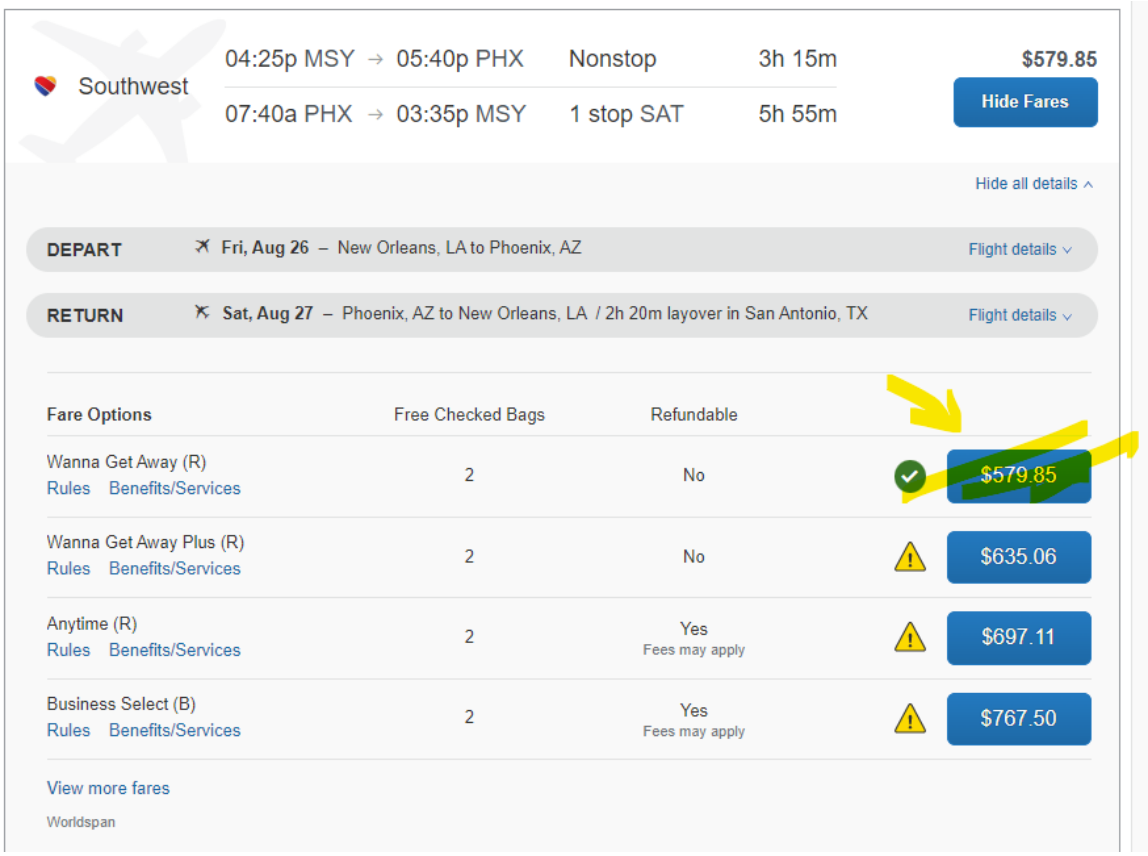
3. Enter dates and airport information to search for flights

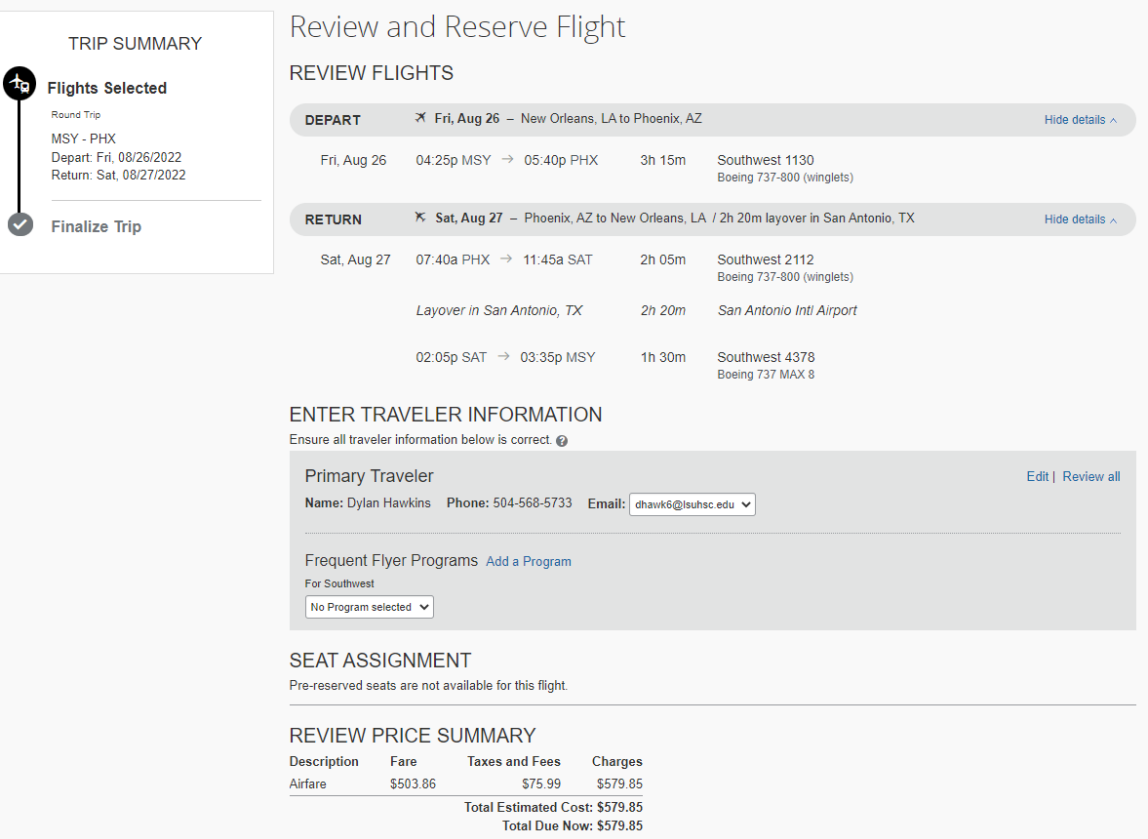


4. Once you've chosen your flight, select "View Fares"

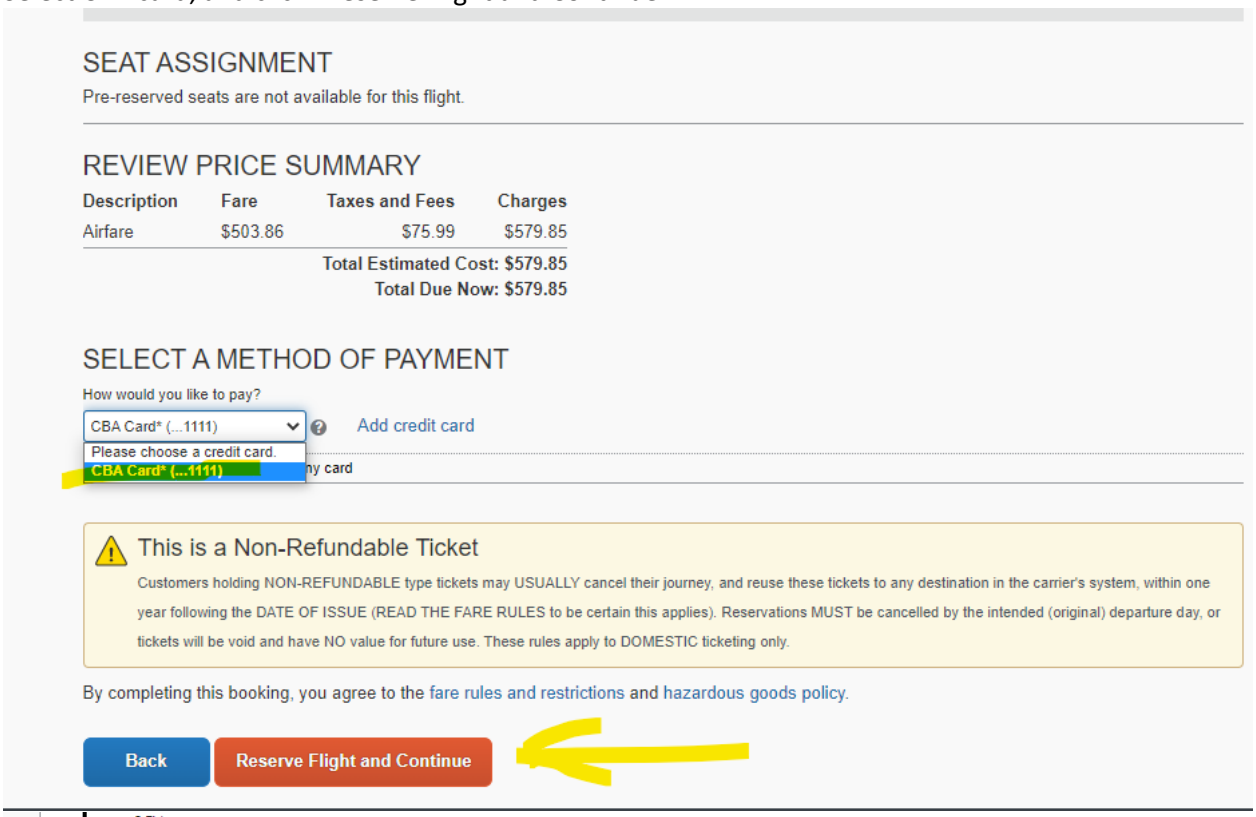


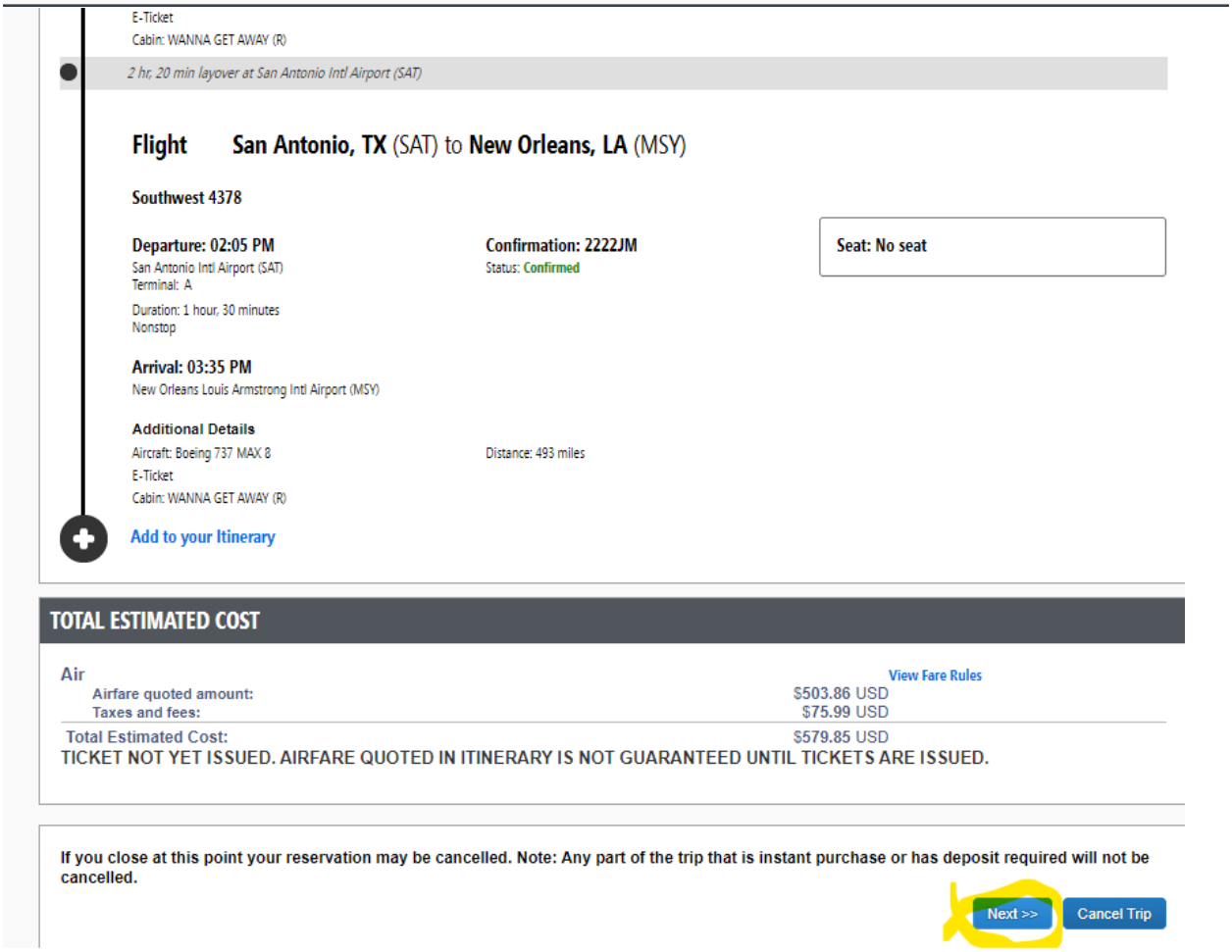
5. Click on the dollar amount of your flight (this is a blue button)



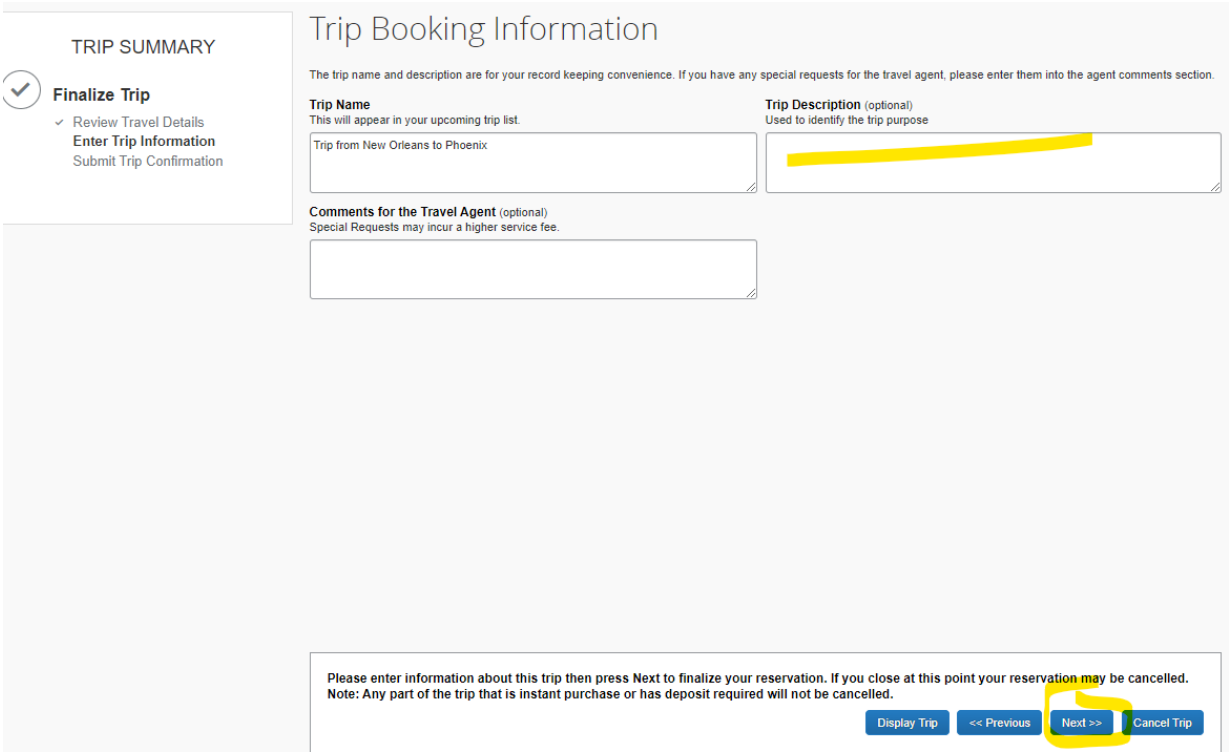


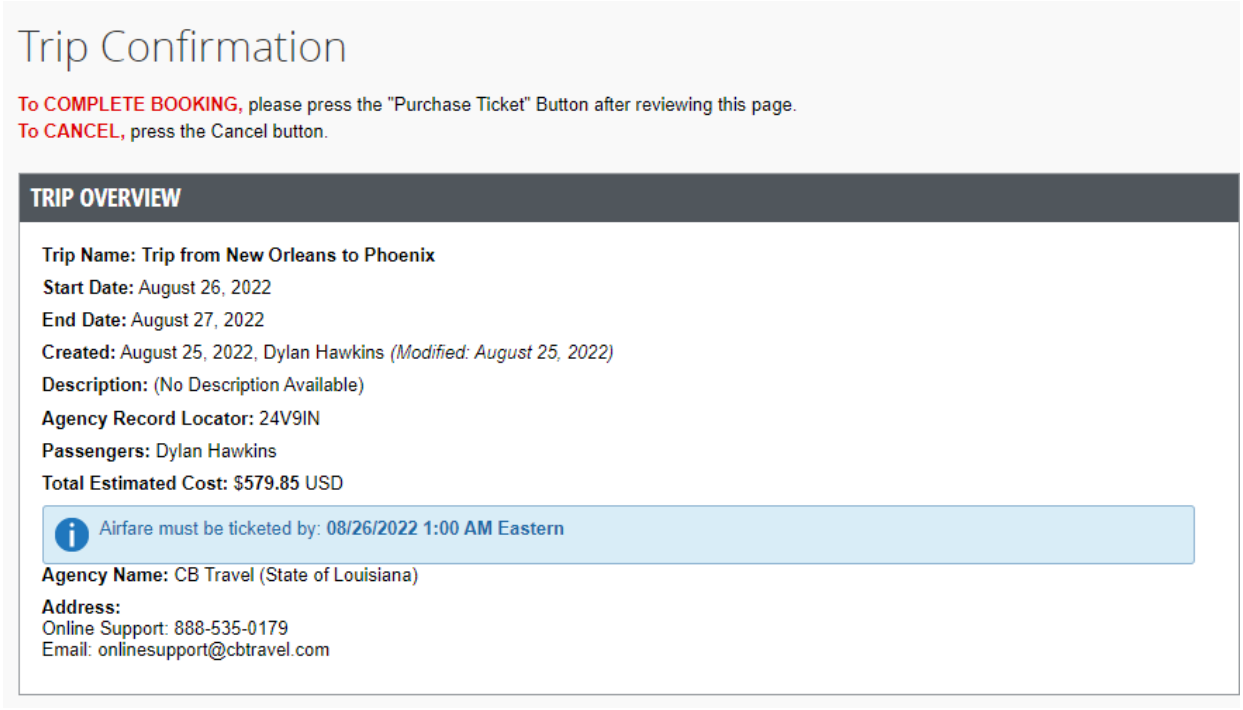
6. Select CBA card, and click “Reserve Flight and Continue”



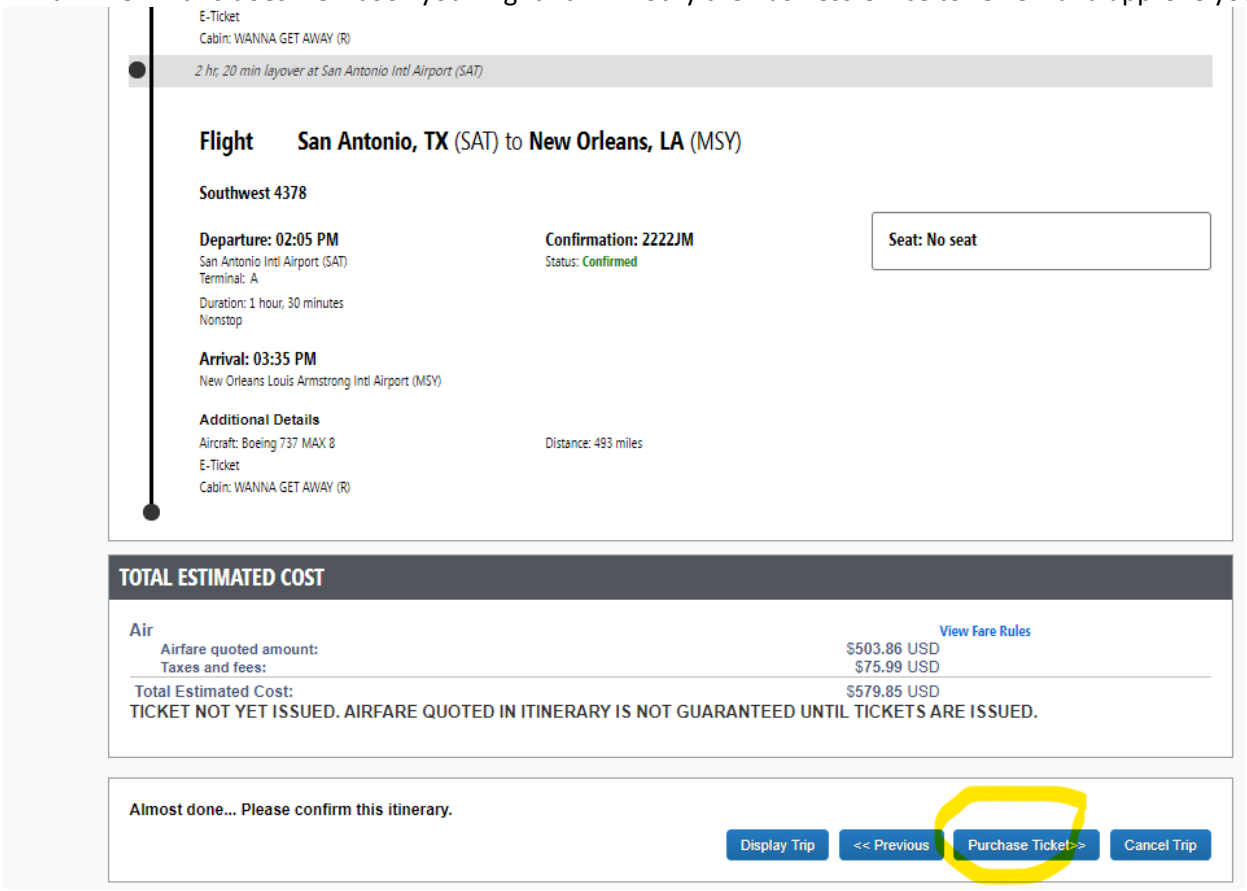


7. Include a Trip Description





8. Select “Purchase Tickets”
    a. NOTE: this does NOT book your flight. It will notify the Business Office to review and approve your flight.



Make sure you are completing this Monday through Friday BEFORE 2:30p.m. for approval.