

# BOOKING TRAVEL THROUGH AIR PORTAL AND CONCUR



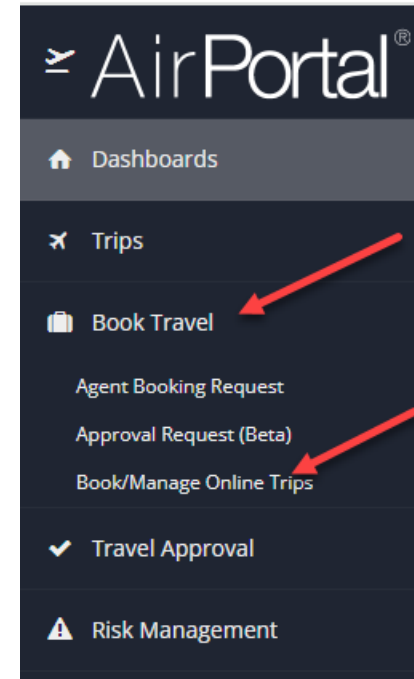
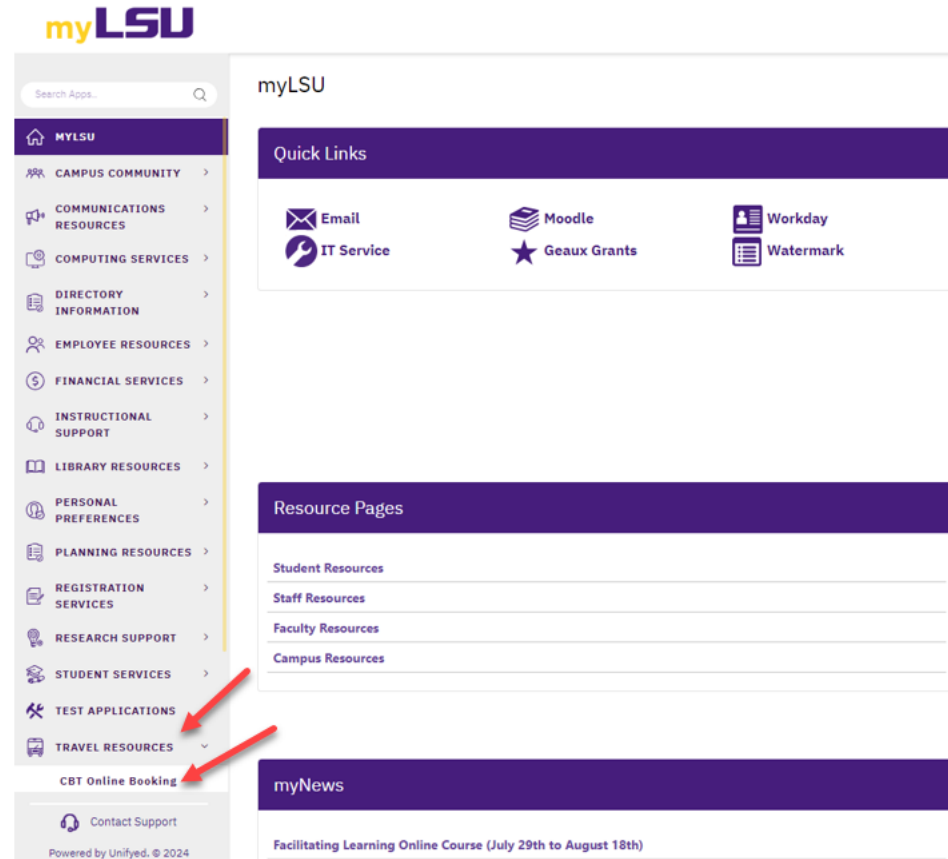
# Air Portal



Login to MyLSU, Then click on Travel Resources then **CBT Online Booking**.

You will be redirected into Air Portal.

To reach the online booking tool follow the instructions on the left-hand side under Dashboards. Click Book Travel then click on **Book/Manage Online Trips**.





Learn More ✕

? 👤

👤 CBT Profileadmin - (Academics)

⚙️ Profile Settings ←

🔌 Sign Out

Profiles can be reviewed and updated in Concur under the profile button in the top right corner of the screen.

It is a good idea to review your profile before booking to ensure all required fields have been completed.

## My Profile - Personal Information

Jump To:  Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required\*\*]** (validated and required) must be completed to save your profile.

**⚠️ Important Note**  
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

|                      |                                     |   |   |                                       |                      |
|----------------------|-------------------------------------|---|---|---------------------------------------|----------------------|
| Title                | First Name                          | Middle Name <b>[Required]</b>           | Preferred Name  | Last Name                             | Suffix               |
| <input type="text"/> | <input type="text" value="ChrisP"/> | <input type="text" value="P"/>          | <input type="text" value="CBT Profileadmin - (Academics) d"/> | <input type="text" value="Offerzen"/> | <input type="text"/> |
|                      |                                     | <input type="checkbox"/> No Middle Name |   |                                       |                      |

### Company Information Go to top

|   |   |   |
|---|---|---|
| Manager   | Employee Position/Title                           |   |
| <input type="text"/>                              | <input type="text" value="CBT Profile Admin -"/>  |   |
| Company Name                                      | Cost Center                                       | Department Name   |
| <input type="text" value="01"/>                   | <input type="text" value="12345"/>                | <input type="text" value="LSUAM/Col of SCI/Chemistry"/> |
| Cost Center Manager Email                         | Department Head Email                             | Department Head Email                                   |
| <input type="text" value="profileadmin@lsu.edu"/> | <input type="text" value="profileadmin@lsu.edu"/> | <input type="text" value="N/A"/>                        |

# Alerts and Travel booking



SAP Concur Travel

Travel Arrangers Trip Library Templates Tools

### Trip Search

Booking for myself | [Book for a guest](#)

✈️ 🚗 🏨

**This booking site is for University travel only**

#### Flight Search

Round Trip One Way Multi City

From: BTR - Baton Rouge Airport - Baton Rouge, LA

To: Arrival city, airport or train station

**Search**

[Show More](#)

### Alerts

Company Notes Upcoming Trips Trips Awaiting Approval

## LSU

Welcome to Concur, Christopherson's Online Booking Tool.

**IMPORTANT INFORMATION**

**Traveler's Profile must be updated prior to initial on-line booking.**

Before booking your first reservation, please click on the Profile link at the top of the screen to complete your profile.

**Changes to Airfare Reservations**

If you are changing an airfare reservation that was booked within the last 24 hours, it is recommended that you contact a Christopherson Travel Advisor to inquire about voiding the ticket versus making the change. Many times the change penalty may be more expensive versus voiding and rebooking.

For questions regarding travel reservations or changes to airfare that have already been ticketed, please contact a Christopherson Travel Advisor:

Hours: 7:00 AM – 7:00 PM CT, Monday - Friday  
University Travel Advisors: 800-961-0720  
Email: [statelauniv@cbtravel.com](mailto:statelauniv@cbtravel.com)

For technical questions while booking online, please refer to the Help menu or contact Christopherson's Online Support:

Hours: 8:00 AM – 7:00 PM CT, Monday - Friday  
Online Support: 888-535-0179  
Email: [onlinesupport@cbtravel.com](mailto:onlinesupport@cbtravel.com)

**International Travel Bookings & Other Helpful Links**

International travel bookings should be made with a Christopherson Travel Advisor; however, travelers are responsible for making sure their passport is up-to-date, obtaining any Visas, or getting any immunizations required for travel to the country they are visiting.

CIBT Passport and Visa Processing: [Click here](#)

**Car or Hotel Cancellations**

Cancellations, voids and changes to car or hotel may be performed in Concur, refer to the Help menu for instructions

Important Information can be found on the Travel Home Screen.

When booking travel in Concur, there will be options to book flights, car rentals, and hotels.

If booking air, car, and hotel together; it is best to book them in the same reservation and easier if booked at the same time.

Show More will open all search options.

# Air Reservation



### Trip Summary

**Select Flights**  
Round Trip  
BTR - DEN  
Depart: Tue, 10/22/2024  
Return: Wed, 10/23/2024

**Finalize Trip**

In accordance with PM-13, University Travel Regulations, lowest logical airfare should be purchased. For PM-13, [click here](#).

## Baton Rouge, LA To Denver, CO

Tue, Oct 22 - Wed, Oct 23

Show as USD

[Hide matrix](#) [Print / Email](#)

|                                      | American Airlines                    | United                              | Delta                                | Multiple                             |
|--------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| All<br>89 results                    | Preferred                            | Preferred                           | Preferred                            |                                      |
| <a href="#">1 stop</a><br>89 results | <a href="#">396.03</a><br>45 results | <a href="#">539.31</a><br>5 results | <a href="#">635.67</a><br>10 results | <a href="#">679.31</a><br>29 results |

[Shop by Fares](#) [Shop by Schedule](#)

Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Sorted By: Price - Low to High

Displaying: 89 out of 89 results.  
[Previous](#) | Page: 1 of 9 | [Next](#) | [All](#)

Once dates and destination are chosen click **Search** then the screen will appear with the options available .

On top of the search will be a matrix that will display airlines and results available, and tabs will show Shop by Fares or Shop by Schedule.

Preferred airlines will be listed first and indicated as preferred.

\*Any words in blue are clickable links.



# Air Reservation



## Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

**⚠ Please provide a reason why you chose a flight that is \$100 over the lowest offered fare.**

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

Please fill out this field.

Save

Cancel

The selected fare was: \$635.67  
The least cost logical fare was: \$396.03

### Chosen:

Cost: \$635.67

#### Outbound Flight

DELTA 3135 Baton 10/22/2024 Atlanta 10/22/2024 Boeing

-- Please Choose a Reason --

-- Please Choose a Reason --

Business class requested

Preferred alternate aircraft

Declined lower fare due to double connections

Declined lower fare due to flight times outside 2-hr window

Declined penalty fare

First class requested

Inconvenient alternate airport

Inconvenient schedule

No luggage charge airline (i.e. Southwest Airlines)

Nonstop flight requested

If you choose to purchase a non-compliant airfare, you must **Choose a Reason** from the drop-down menu and explain why you have chosen to not comply.

The lower cost fare and your reason will be captured for reporting purposes.



**Review Price Summary**

| Description | Fare     | Taxes and Fees | Charges  |
|-------------|----------|----------------|----------|
| Airfare     | \$322.63 | \$73.40        | \$396.03 |

**Total Estimated Cost: \$396.03**  
**Total Due Now: \$396.03**

## Select a method of payment

How would you like to pay?

Test card (...1111) [Edit this card](#) | [Add credit card](#)

\* Indicates credit card is a company card

**⚠ This is a Non-Refundable Ticket**

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [Reserve Flight and Continue](#)

After choosing your flight you will then select the form of payment.

You must have your form of payment entered into your profile and the boxes checked for how to use the card.

Card Type  
VISA

Screen shot from profile page.

Use this card as the default card for:

Plane Tickets  Car Rentals  Hotel Reservations

Reserve the Flight and Continue





## Trip Overview

### I want to...

[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Baton Rouge to Denver [\(Edit\)](#)

**Start Date:** October 22, 2024

**End Date:** October 23, 2024


**Created:** September 18, 2024, ChrisP Offerzen *(Modified: September 18, 2024)*

**Description:** (No Description Available) [\(Edit\)](#)

**Agency Record Locator:** 4CGUNY

**Passengers:** ChrisP Offerzen

**Total Estimated Cost:** \$396.03 USD [\(Details\)](#)

 Airfare must be ticketed by: 09/20/2024 12:00 AM Central

### Add to your Itinerary



Car



Hotel

The Trip Overview page provides all the information about the booking you have chosen.

On this screen you will see the seat has been chosen based on your preference in your profile. You can also change your seat from this screen.

## Reservations

Tuesday, October 22, 2024



**Flight** Baton Rouge, LA (BTR) to Dallas, TX (DFW)

[Cancel all Air](#)

American Airlines 4993

OPERATED BY SKYWEST AIRLINES AS AMERICAN EAGLE

**Departure:** 05:23 AM

Baton Rouge Airport (BTR)  
Duration: 1 hour, 41 minutes  
Nonstop

**Confirmation:** WGVUHO

Status: **Confirmed**

**Seat:** 13A

[Change seat](#)

If you wish to upgrade your seat you must first purchase your ticket, then contact the airlines directly to upgrade and pay with your personal credit card.

# Air Reservation



**Total Estimated Cost**

|                              |  |                     |
|------------------------------|--|---------------------|
| <b>Air</b>                   |  |                     |
| Airfare quoted amount:       |  | \$322.63 USD        |
| Taxes and fees:              |  | \$73.40 USD         |
| <b>Total Estimated Cost:</b> |  | <b>\$396.03 USD</b> |

**TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.**

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

Continue through each screen adding any information required.

**YOU MUST COMPLETE THE PURCHASE BY CLICKING ON PURCHASE TICKET.**

Your final screen should say **FINISHED!**

Your itinerary will be emailed to you, or you can see your itinerary in Air Portal under My Travel Dashboard

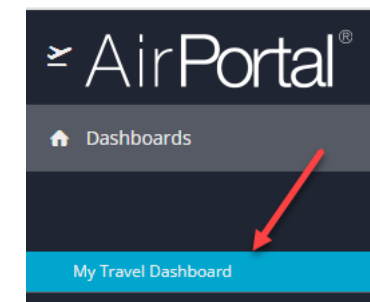
**Finished!** ←

You have successfully booked your trip!

**Trip Record Locator : 4CGUNY**

**This trip complies with your travel policy.**  
Your itinerary has been saved. CB Travel (LSU) will service your itinerary.

**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by: 09/20/2024 12:00 am Central ( 9/19/2024 11:00:00 PM Mountain ).





Thank you