


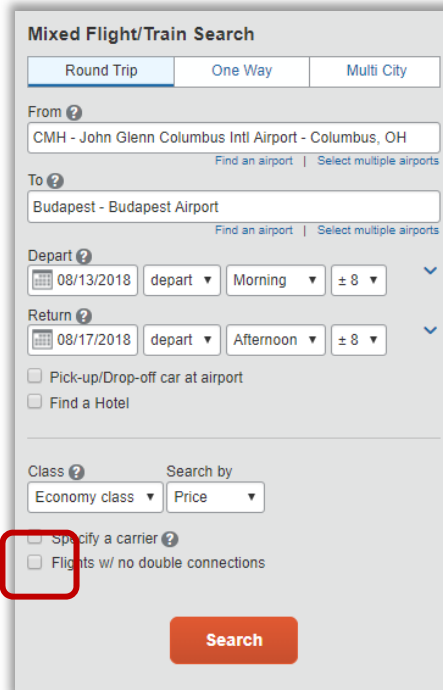
Optimizing Flight Search Results in Concur

The Concur Online Booking tool contains all publically available fares provided by the airlines. The following reminders will allow users to optimize their flight search results within the Concur tool.

DISPLAY ALL POSSIBLE FARES:

To ensure your search returns all possible fares, **deselect** the **“Flights w/ no double connections”** checkbox. This box defaults as checked to reduce results with double connections. However, International search results are impacted and will not display the breadth of options if this is not deselected.

Uncheck box here 



Mixed Flight/Train Search

Round Trip | One Way | Multi City

From [?] CMH - John Glenn Columbus Intl Airport - Columbus, OH
Find an airport | Select multiple airports

To [?] Budapest - Budapest Airport
Find an airport | Select multiple airports

Depart [?] 08/13/2018 depart Morning ± 8 [?]

Return [?] 08/17/2018 depart Afternoon ± 8 [?]

Pick-up/Drop-off car at airport
 Find a Hotel

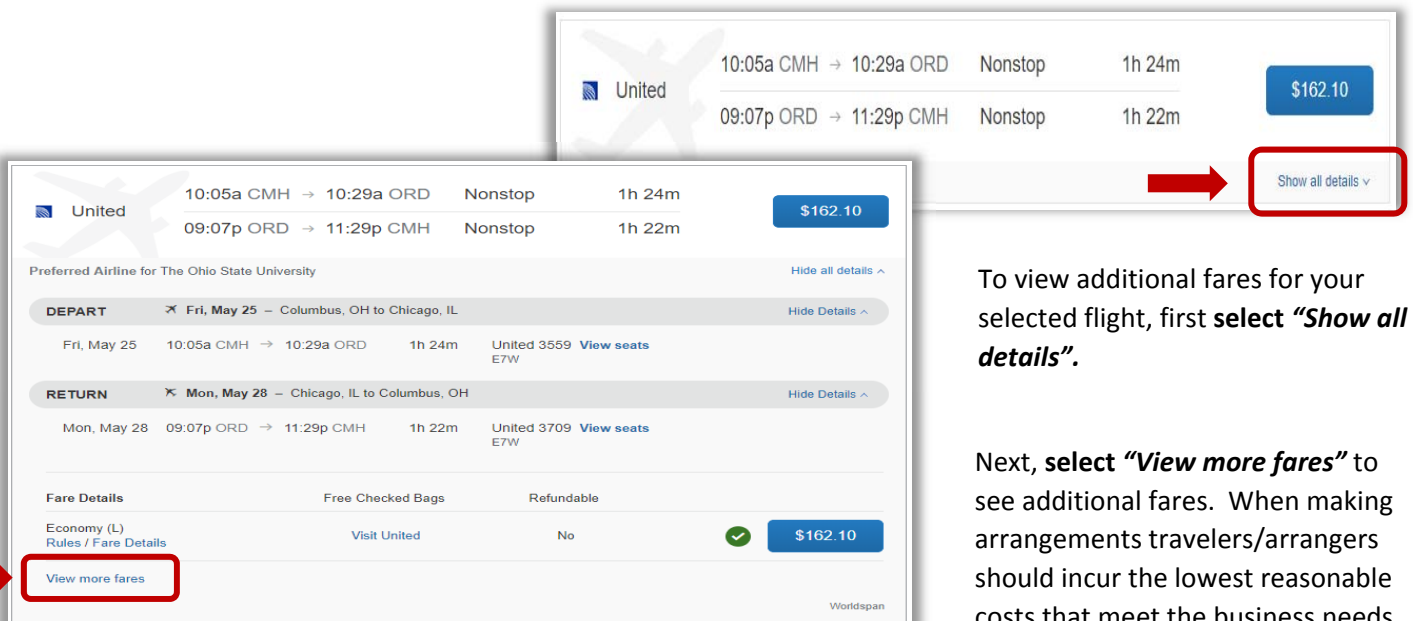
Class [?] Search by
Economy class Price

Specify a carrier [?]
 Flights w/ no double connections

Search

VIEW ADDITIONAL FARES:

Concur Booking Tool is designed to display the most cost economic options first. Users must drill into the results to find alternate fare options for the selected flight.



United 10:05a CMH → 10:29a ORD Nonstop 1h 24m \$162.10
09:07p ORD → 11:29p CMH Nonstop 1h 22m

Preferred Airline for The Ohio State University Hide all details ^


DEPART [?] Fri, May 25 - Columbus, OH to Chicago, IL Hide Details ^

Fri, May 25 10:05a CMH → 10:29a ORD 1h 24m United 3559 E7W [View seats](#)

RETURN [?] Mon, May 28 - Chicago, IL to Columbus, OH Hide Details ^

Mon, May 28 09:07p ORD → 11:29p CMH 1h 22m United 3709 E7W [View seats](#)

Fare Details Free Checked Bags Refundable

Economy (L) Rules / Fare Details Visit United No  \$162.10

[View more fares](#)

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To view additional fares for your selected flight, first **select “Show all details”**.

Next, **select “View more fares”** to see additional fares. When making arrangements travelers/arrangers should incur the lowest reasonable costs that meet the business needs of the trip.

“View more fares” will display additional options with varying class, rules and price selections.

United
10:05a CMH → 10:29a ORD Nonstop 1h 24m \$162.10
09:07p ORD → 11:29p CMH Nonstop 1h 22m [Hide Fares](#)

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Fare Options	Free Checked Bags	Refundable		
Economy (L) Rules / Fare Details	Visit United	No	✓	\$162.10
Economy (L) Rules / Fare Details	Visit United	No	✓	\$170.60
Economy (T) Rules / Fare Details	Visit United	No	✓	\$180.88
Economy (S) Rules / Fare Details	Visit United	No	✓	\$199.68

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PRICE MATCH REQUEST:

If flights are found through other resources that appear to be less than what is published in Concur, request a price comparison using the [CTP Airfare Price Match Request Form](#) found at the Travel Office Website.

Disclaimers:

- Airline Fares change constantly. Screenshot submissions must be taken the same day as search from CTP/Concur was conducted.
- Submissions must provide advertised price in US dollars.
- Submissions that do not contain the minimum requirements will be returned.
- Requests are processed during normal business hours, Monday – Friday (8 a.m. ET – 5 p.m. ET). Please allow 24 hours (exceptions may apply) for a thorough research of the GDS (Global Distribution System) and coordination with our airline representatives.

If you have any questions, or need further assistance please contact the Travel Office at 614-292-9290 or travel@osu.edu.