

Travel



World Travel

Booking Non-Sponsored Air Travel

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Travel



Section I

What is World Travel/Concur?

What is World Travel/Concur?

- World Travel is the Yale-preferred service for all university-related travel. Concur, a best-in-class travel platform, powers it.
- Travelers can view and book flights, hotels, car rentals, limo service, and rail travel.
- All current Yale-associated travel discounts with preferred suppliers will apply.

Trip Search

Funding Source for Travel



Mixed Flight/Train Search

Round Trip

One Way

Multi City

From ?

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To ?

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Search

Travel

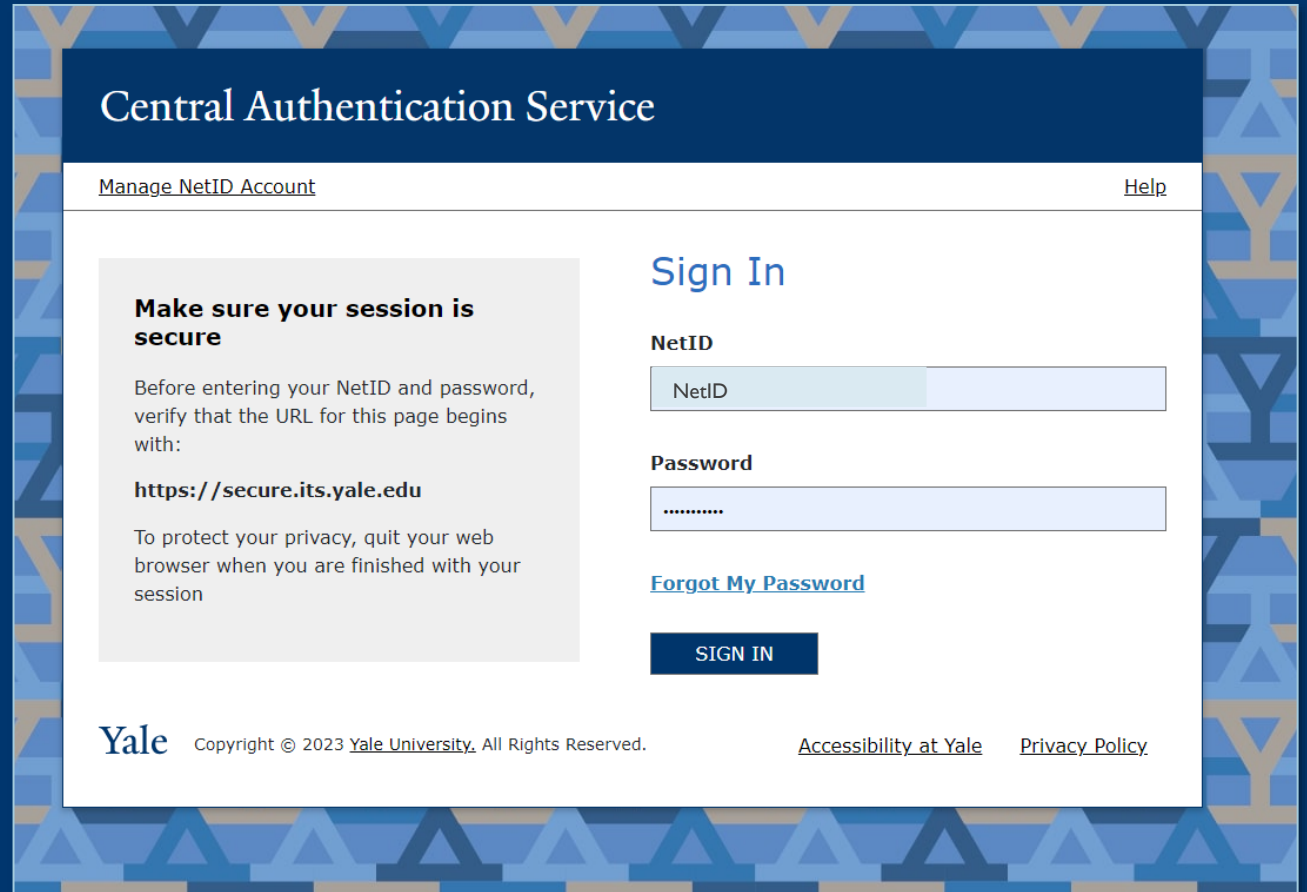


Section 2

Login and Homepage

Access concur.yale.edu

- You will be directed to the Yale CAS screen where you will need to log in with your Yale NetID / password.
- You may also be prompted and need to accept the DUO authentication request
- From there you will be directed to World Travel for making your travel arrangements.



The screenshot shows the Yale Central Authentication Service (CAS) login page. The page has a dark blue header with the text "Central Authentication Service". Below the header, there is a white box containing the login form. On the left side of the white box, there is a grey box with the text "Make sure your session is secure" and instructions to verify the URL and quit the browser. On the right side, there is a "Sign In" section with input fields for "NetID" and "Password", a "Forgot My Password" link, and a "SIGN IN" button. At the bottom of the white box, there is a footer with the Yale logo, copyright information, and links for "Accessibility at Yale" and "Privacy Policy".

Central Authentication Service

[Manage NetID Account](#) [Help](#)

Make sure your session is secure

Before entering your NetID and password, verify that the URL for this page begins with:

<https://secure.its.yale.edu>

To protect your privacy, quit your web browser when you are finished with your session

Sign In

NetID

NetID

Password

.....

[Forgot My Password](#)

SIGN IN

Yale Copyright © 2023 [Yale University](#). All Rights Reserved. [Accessibility at Yale](#) [Privacy Policy](#)


Homepage


Yale University


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View Trips


Trip Search


Funding Source for Travel












Mixed Flight/Train Search

Round Trip

One Way


Multi City

From 

Departure city, airport or train station

Find an airport

Select multiple airports

To 

Arrival city, airport or train station

Find an airport

Select multiple airports

Search

Show More

Alerts

i **Triplt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) [Not right now](#)

Company Notes

onlinehelp@worldtravelinc.com
(800) 221-4730

KEEPING YOU
SAFE & INFORMED

SELF-SERVICE DASHBOARD

CONTACT ONLINE SUPPORT

WORLDALERT360

My Trips (0)

You currently have no upcoming trips.

Click Read More
for helpful links

Upcoming trips will appear here

Company Notes

Yale Travel Website

Concur Training Toolkit

Fly America Act

GSA City Pair Search

CIBT Visa Services – Access Code 40634

DOT Airline Customer Service Dashboard

Travel

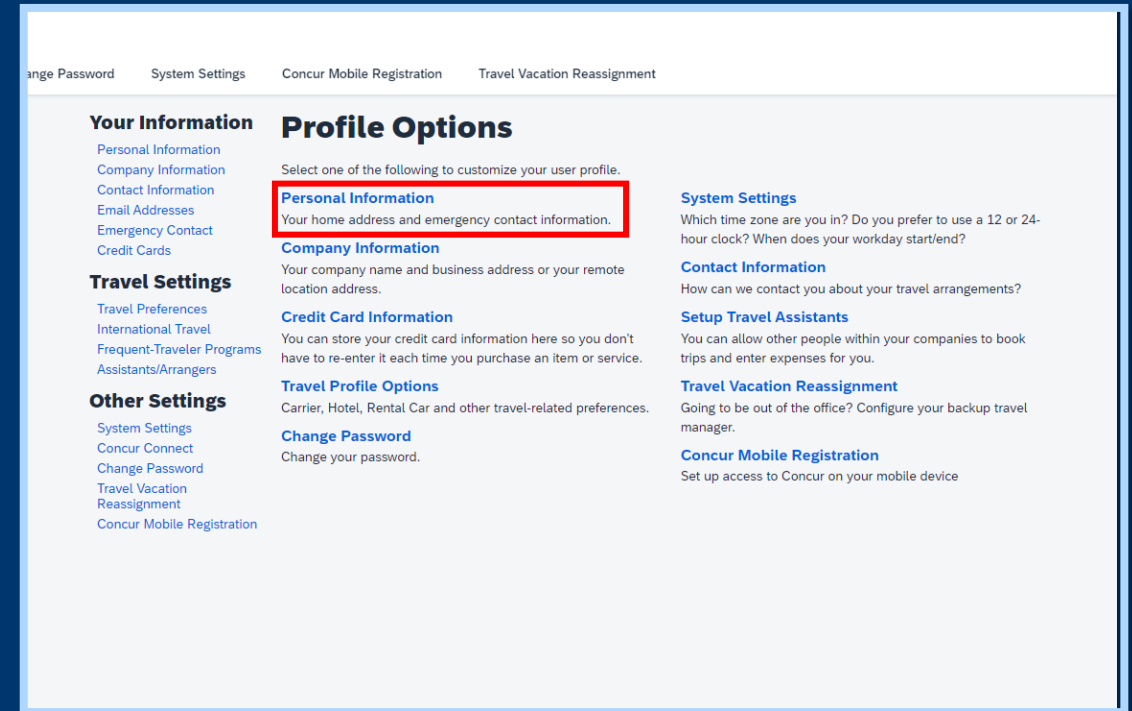
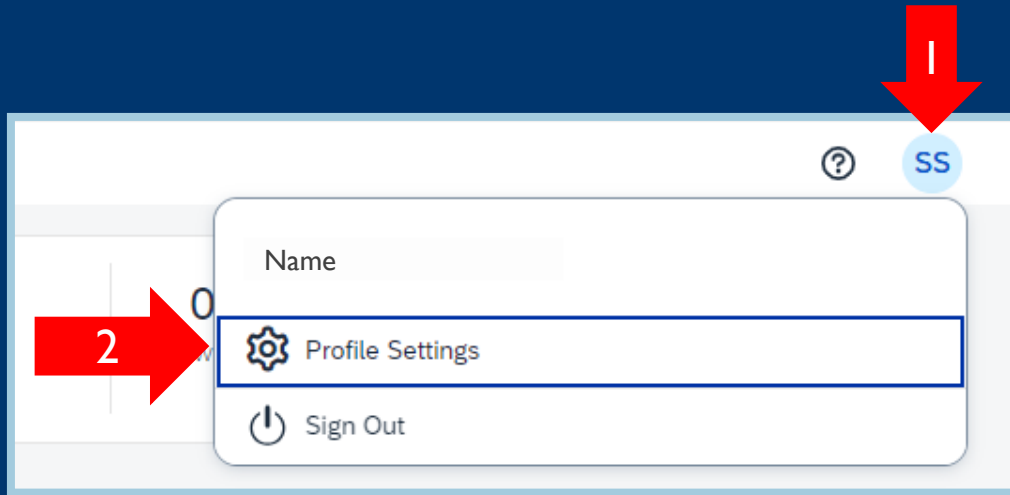


Section 3

Profile Set-up

Accessing profile options

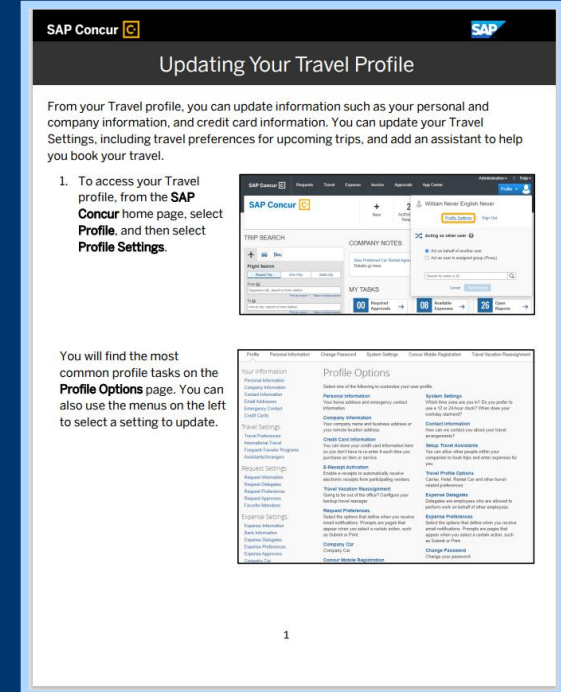
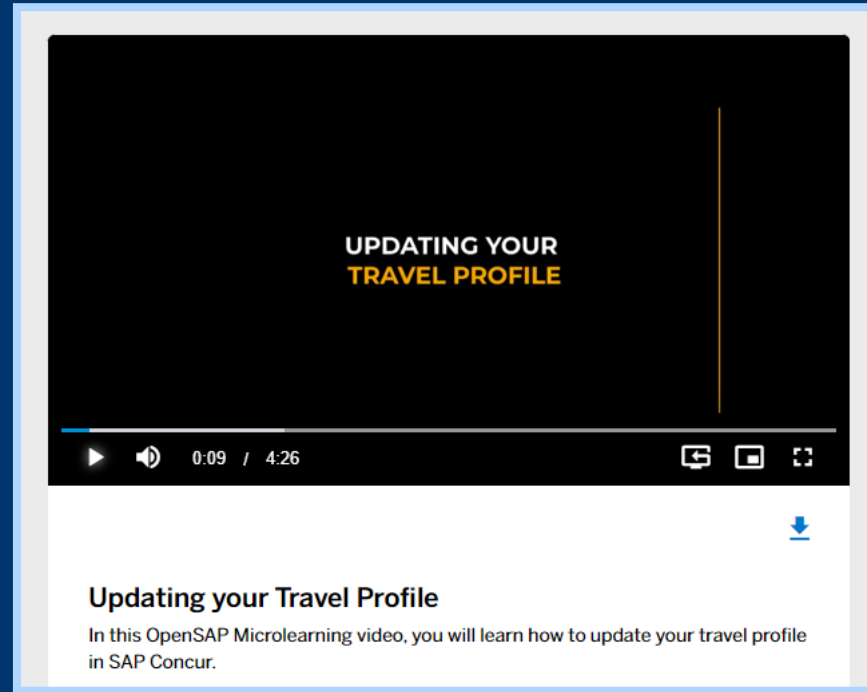
Click on your profile and access Profile Settings to see Profile options.
To start, choose Personal Information.



Enter profile information

Profile fields cover:

- Your Information - Review and update your personal information, contact information, and emergency contacts. Verify your email addresses and add or update credit cards that are available to use for purchases. Be sure to fill **all** required fields.
- Your Preferences - Add your travel preferences and frequent-traveler program information. Add assistants or arrangers that can book travel for you.
- Other Settings - Activate e-receipts, configure system settings, change your password, and register your mobile devices.



[Access a video and tip sheet for setting up your profile](#)

Travel





Section 4

Booking Non-Sponsored Travel

Identifying your trip as Non-Sponsored

- Travel can only be booked on the platform after the funding source has been identified on the trip search screen.
- Options are:
 - Federal Funds
 - DOD Awards
 - Non-Federal Sponsored Business Travel
- Choose “Non-Federal Sponsored Business Travel”



Trip Search

Funding Source for Travel

▼

✈️ 🚗 🛏️ 🚆 🚝

Trip Search

Funding Source for Travel

Non-Federal Sponsored Business Travel ▼

Federal Funds
DOD Awards
Non-Federal Sponsored Business Travel

Mixed Flight/Train Search

Round Trip One Way Multi City

From ?
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To ?
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

Searching for air travel options

In this example, the search is for flights between JFK and Paris.

The funding source is Non-Federal Sponsored Business Travel

Searching round trip flights






Departure and Arrival points

Travel dates and times

Search by Price or Schedule, and choose “Include additional refundable fares” to see comparisons.

Trip Search

Funding Source for Travel
Non-Federal Sponsored Business Travel



Mixed Flight/Train Search
Round Trip One Way Multi City

From ?
JFK - New York John F. Kennedy Intl Airport - New York, N
[Find an airport](#) | [Select multiple airports](#)

To ?
Paris - Paris Area Airports
[Find an airport](#) | [Select multiple airports](#)

Depart ?
02/15/2024 depart Morning ± 10

Return ?
02/22/2024 depart Afternoon ± 10

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

Class ? Search by
Economy class Price

☒ Include additional refundable air fares

Search

Tip: Be as specific as you can related to the desired departure time. The hour window is helpful if you are unsure about typical flight times.

Booking a Flight

[Access a tip sheet for booking a flight](#)

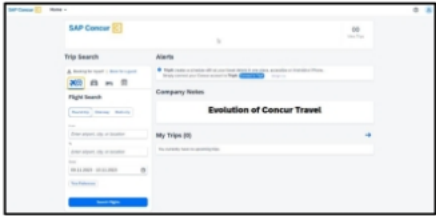
SAP Concur

SAP

Booking a Flight

SAP Concur makes it easy to book flights for an upcoming trip.

1. From the SAP Concur home page, select the Flight tab.

A screenshot of the SAP Concur home page. The 'Flight' tab is selected in the 'Trip Search' section. The page shows various search filters and a 'Book Now' button. The 'My Trips' section is also visible, showing a list of upcoming trips.

Download

Booking a Flight

Booking a Flight

Travel



Section 5

Reserving and Purchasing a Flight

Reserving a flight

- Once you choose a flight, a “Review and Reserve Flight” screen will appear.
- Review all information before reserving your flight.
- This is an easy process if you have completed your profile, as most information will automatically populate.
- You can select your seats from this screen.

Tools

Trip Summary

✚

Flights Selected

Round Trip
EWR - ATL
Depart: Mon, 12/18/2023
Return: Tue, 12/19/2023

✓

Finalize Trip

Review and Reserve Flight

Review Flights

DEPART

✈ Mon, Dec 18 – Newark, NJ to Atlanta, GA / 1h 26m layover in Washington, DC

[Flight details](#)

RETURN

✈ Tue, Dec 19 – Atlanta, GA to Newark, NJ / 3h 04m layover in Chicago, IL

[Flight details](#)

Enter Traveler Information

Ensure all traveler information below is correct.

Primary Traveler

Edit

Review all

Name:

Phone:

Email:

Frequent Flyer Programs

[Add a Program](#)

For United

Select Seats

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
UA 1228 Economy Fully Refundable (K)	29C (change)
UA 2642 Economy Fully Refundable (K)	31C (change)
UA 516 Economy Fully Refundable (W)	24C (change)
UA 2180 Economy Fully Refundable (W)	31C (change)

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Airfare	\$314.80	\$72.01	\$386.81
Total Estimated Cost: \$386.81			
Total Due Now: \$386.81			

Select a method of payment

How would you like to pay?

pcard

⌵

Ⓢ

[Edit this card](#)

[Add credit card](#)

* Indicates credit card is a company card

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

Back

Reserve Flight and Continue

Reviewing and Finalizing

- Once you reserve a flight, review all the Travel Details, including
 - The Trip Overview
 - Flight Reservations
 - Total Estimated Cost

The screenshot displays the 'Travel Details' section of a travel booking interface. It is divided into three main parts: Trip Overview, Flight Reservations, and Total Estimated Cost.

Trip Overview: This section provides a summary of the trip. It includes the Trip Name (Trip from Newark to Atlanta), Start Date (December 18, 2023), End Date (December 19, 2023), Created date (October 11, 2023), and Modified date (October 11, 2023). It also shows the Description (No Description Available), Agency Record Locator, Passengers, and Total Estimated Cost (\$386.81 USD). A red box highlights the 'Add to your Itinerary' button, and a red circle highlights the 'Airfare must be ticketed by: 10/12/2023 11:00 PM Eastern' warning.

Flight Reservations: This section lists the flights. It includes Flight 1228 (Newark, NJ (EWR) to Washington, DC (IAD)) and Flight 2642 (Washington, DC (IAD) to Atlanta, GA (ATL)). Each flight entry shows the departure and arrival times, aircraft, distance, and additional details. A red arrow points from the 'Flight Reservations' section to the 'Total Estimated Cost' section.

Total Estimated Cost: This section shows the breakdown of the total cost. It includes the Airfare quoted amount (\$314.80 USD), Taxes and fees (\$72.01 USD), and the Total Estimated Cost (\$386.81 USD). A red box highlights the 'Total Estimated Cost' section, and a red circle highlights the 'Airfare must be ticketed by: 10/12/2023 11:00 PM Eastern' warning. A red arrow points from the 'Total Estimated Cost' section to the 'Next >>' button.

Finalization: At the bottom right, there are two buttons: 'Next >>' and 'Cancel Trip'. A red arrow points to the 'Next >>' button, indicating the next step in the process.

Click Next to advance process, or Cancel Trip to go back

Enter Trip Booking Information

- The platform allows the booker to enter information for the booker's own records.
- The Funding Source and Trip Purpose fields are required.
- Click “Next” to continue.

✓

Finalize Trip

✓ Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Funding Source [Required]

Trip Purpose [Required]

You may HOLD this reservation until: 10/12/2023 11:00 pm Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

Hold Trip

<< Previous

Next >>

Cancel Trip

Confirmation page

- The system provides a Trip Record Locator to easily access trip details and flight information.
- You can print or email your itinerary from this screen.

Total Estimated Cost

Air		View Fare Rules
Airfare quoted amount:	\$314.80 USD	
Taxes and fees:	\$72.01 USD	
Total Estimated Cost:	\$386.81 USD	

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

Your itinerary has been saved.

[Print Itinerary](#) [E-mail Itinerary](#) [Return to Travel Center](#)

Trip Summary

✓ **Finished!**

Tell us how we are doing (optional)

Overall satisfaction with Concord: ★★★★★ (Max 500 Characters)

1000 characters left

[Send Feedback](#)

Finished!

You have successfully booked your trip!

Trip Record Locator : . ####

This trip complies with your travel policy. Your itinerary has been saved. World Travel Inc (Yale) 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: 10/12/2023 11:00 pm Eastern

Travel Contact Information

Trip Overview

✓ **Finished!**

Tell us how we are doing (optional)

Trip Name: Trip 123456789
Start Date: December 18, 2023
End Date: December 19, 2023
Description: (No Description Available)
Agency Record Locator:
Passengers:
Total Estimated Cost: \$386.81
Airfare must be ticketed by: 10/12/2023 11:00 PM Eastern
Agency Name: World Travel Inc (Yale)

Reservations

Flight Newark, NJ (EWR) to Washington, DC (IAD)

United 1228

Departure: 06:00 AM
Newark Liberty Intl Airport (EWR)
Terminal: C
Duration: 1 hour, 18 minutes
Nonstop

Arrival: 07:19 AM
Washington Dulles Intl Airport (IAD)
Terminal: B

Additional Details
Aircraft: Boeing 737-800
S-Ticket
Cabin: ECONOMY FULLY REFUNDABLE (Y)
View No View Served
1 hr, 26 min layover at Washington Dulles Intl Airport (IAD)

Confirmation: O3RMWR
Status: Confirmed
Air Frequent Flyer Number:
Seat: 29C (confirmed)

Flight Washington, DC (IAD) to Atlanta, GA (ATL)

United 2642

Departure: 08:45 AM
Washington Dulles Intl Airport (IAD)
Terminal: B
Duration: 2 hours, 5 minutes
Nonstop

Arrival: 10:50 AM
Atlanta Hartsfield-Jackson Intl Airport (ATL)
Terminal: S

Additional Details
Aircraft: Boeing 737 MAX 8
S-Ticket
Cabin: ECONOMY FULLY REFUNDABLE (Y)
View No View Served

Confirmation: O3RMWR
Status: Confirmed
Air Frequent Flyer Number:
Seat: 31C (confirmed)

Flight Atlanta, GA (ATL) to Chicago, IL (ORD)

United 516

Departure: 03:43 PM
Atlanta Hartsfield-Jackson Intl Airport (ATL)
Terminal: S
Duration: 2 hours, 5 minutes
Nonstop

Arrival: 04:51 PM
Chicago O'Hare Intl Airport (ORD)
Terminal: 1

Additional Details
Aircraft: Boeing 737-700
S-Ticket
Cabin: ECONOMY FULLY REFUNDABLE (Y)
View No View Served
3 hr, 4 min layover at Chicago O'Hare Intl Airport (ORD)

Confirmation: O3RMWR
Status: Confirmed
Air Frequent Flyer Number:
Seat: No seat

Flight Chicago, IL (ORD) to Newark, NJ (EWR)

United 2180

Departure: 07:55 PM
Chicago O'Hare Intl Airport (ORD)
Terminal: 1
Duration: 2 hours, 28 minutes
Nonstop

Arrival: 11:21 PM
Newark Liberty Intl Airport (EWR)
Terminal: C

Additional Details
Aircraft: Boeing 737 MAX 8
S-Ticket
Cabin: ECONOMY FULLY REFUNDABLE (Y)
View No View Served

Confirmation: O3RMWR
Status: Confirmed
Air Frequent Flyer Number: UA-CH10000
Seat: 31C (confirmed)

Total Estimated Cost

Air		View Fare Rules
Airfare quoted amount:	\$314.80 USD	
Taxes and fees:	\$72.01 USD	
Total Estimated Cost:	\$386.81 USD	

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

Your itinerary has been saved.

[Print Itinerary](#) [E-mail Itinerary](#) [Return to Travel Center](#)

Travel



Section 6

Booking Hotel and Car Reservations

[Access videos and tip sheets for booking hotel and car reservations](#)

[Access videos and tip sheets for booking hotel and car reservations](#)

