



## Booking Flights in Concur

Enter your search criteria, such as type of trip or name of the course, departure city and date, and return city and date. After you complete your search details, click Search.

### TRIP SEARCH

Select Trip Type  
Course - Career Prosecutor (10/3-10/7 Louisville, KY) ▼

**DO YOU HAVE UNUSED TICKET CREDITS?**  
If you do, please contact a Blue Ribbon agent directly to book your trip so that we may apply the credits properly.  
For assistance, call 800-626-5309 or email [corporateagent@blueribbontravel.com](mailto:corporateagent@blueribbontravel.com)

#### Mixed Flight/Train Search

Round Trip  One Way  Multi City

From ?  
DCA - Washington D.C. Ronald Reagan National Airport - Wa:  
Find an airport | Select multiple airports

To ?  
SDF - Louisville Intl-Standiford Field - Louisville, KY  
Find an airport | Select multiple airports

Depart ?  
10/03/2021 depart ▼ Morning ▼ ± 3 ▼

Return ?  
10/07/2021 depart ▼ Evening ▼ ± 3 ▼

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

Search by  
Price ▼

Specify a carrier ?

**Search**



You will see a list of available flights on the Depart tab. To filter the results, select a column, row, or cell in the Airline grid at the top of the Results page or you can use the sliding scales on the left. Scroll down to view more results.

### Trip Summary

**Select Flights or Trains**

Round Trip  
DCA - SDF  
Depart: Sun, 10/03/2021  
Return: Thu, 10/07/2021

**Finalize Trip**

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**Change Search**

**Depart - Sun, Oct 3**

Depart 06:00 A - 02:50 P  
Arrive 10:25 A - 11:40 P

**Return - Thu, Oct 7**

Depart 05:14 P - 08:10 P  
Arrive 06:55 P - 07:47 A

**Price**

Price \$247.60 - \$1,334.56

**Display Settings**

Display Settings

Hide flights without refundable fares

Hide Propeller Planes

Depart/Return Same Airport Only

**Airport Filters**

Depart

WASHINGTON, DC TO LOUISVILLE, KY  
SUN, OCT 3 - THU, OCT 7

Show as USD

Hide matrix Print / Email

All 64 results	American Airlines	Delta	Southwest	United
Nonstop 1 results	321.80 1 results	—	—	—
1 stop 60 results	247.60 32 results	266.40 21 results	419.96 5 results	461.39 2 results
2 stops 3 results	318.70 3 results	—	—	—

Shop by Fares Shop by Schedule

Flight Number Search  Sorted By: Price - Low to High

Displaying: 64 out of 64 results. Previous | Page: 1 of 7 | Next | All

American Airlines<sup>1,2,3</sup>

06:30a DCA → 10:25a SDF 1 stop PHL 3h 55m \$247.60 [View Fares](#)

05:14p SDF → 06:55p DCA Nonstop 1h 41m

<sup>1</sup> American Airlines 5622 operated by PSA AIRLINES AS AMERICAN EAGLE  
<sup>2</sup> American Airlines 6158 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE  
<sup>3</sup> American Airlines 4730 operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

[Show all details](#)

American Airlines<sup>1,2,3</sup>

06:30a DCA → 10:25a SDF 1 stop PHL 3h 55m \$254.90 [View Fares](#)

05:20p SDF → 11:59p DCA 1 stop CLT 6h 39m

<sup>1</sup> American Airlines 5622 operated by PSA AIRLINES AS AMERICAN EAGLE  
<sup>2</sup> American Airlines 6158 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE  
<sup>3</sup> American Airlines 4056 operated by ENVOY AIR AS AMERICAN EAGLE

[Show all details](#)



The Shop by Fares tab displays your selected flight options. You can use the Shop by Schedule tab to view results by flight times. Click View Fares. The green checkmark icon indicates that the selected option is within policy. The yellow caution icon indicates a violation of a rule. You can complete the booking, but SAP Concur sends the Program Director an email including the out-of-policy reason you chose, as well as lower-priced options that are available A red exclamation point icon indicates a serious violation and cannot be booked.

Depart: Sun, 10/03/2021  
Return: Thu, 10/07/2021

Finalize Trip

Change Search

Depart - Sun, Oct 3

Depart 06:00 A - 02:50 P  
Arrive 10:25 A - 11:40 P

Return - Thu, Oct 7

Depart 05:14 P - 08:10 P  
Arrive 06:55 P - 07:47 A

Price

Price \$247.60 - \$1,334.56

Display Settings

Hide flights without refundable fares  
 Hide Propeller Planes  
 Depart/Return Same Airport Only

Airport Filters

Depart

Departure

DCA - Washington, DC (\$247.60)

Arrival

SDF - Louisville, KY (\$247.60)

Return

Departure

SDF - Louisville, KY (\$247.60)

Flight Number Search  Sorted By: Price - Low to High

Displaying: 64 out of 64 results. Previous | Page: 1 of 7 | Next | All

06:30a DCA → 10:25a SDF 1 stop PHL 3h 55m **\$247.60**

05:14p SDF → 06:55p DCA Nonstop 1h 41m **Hide Fares**

<sup>1</sup> American Airlines 5622 operated by PSA AIRLINES AS AMERICAN EAGLE  
<sup>2</sup> American Airlines 6158 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE  
<sup>3</sup> American Airlines 4730 operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE

[Hide all details ^](#)

**DEPART** ✕ Sun, Oct 3 – Washington, DC to Louisville, KY / 52m layover in Philadelphia, PA [Hide details ^](#)

Sun, Oct 3	06:30a DCA → 07:28a PHL	58m	American Airlines 5622 <a href="#">View seats</a> Canadair Regional Jet 700 <small>Operated by PSA AIRLINES AS AMERICAN EAGLE</small>
	<i>Layover in Philadelphia, PA</i>	52m	<i>Philadelphia Intl Airport</i>
	08:20a PHL → 10:25a SDF	2h 05m	American Airlines 6158 <a href="#">View seats</a> Embraer RJ145 <small>Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE</small>

**RETURN** ✕ Thu, Oct 7 – Louisville, KY to Washington, DC [Hide details ^](#)

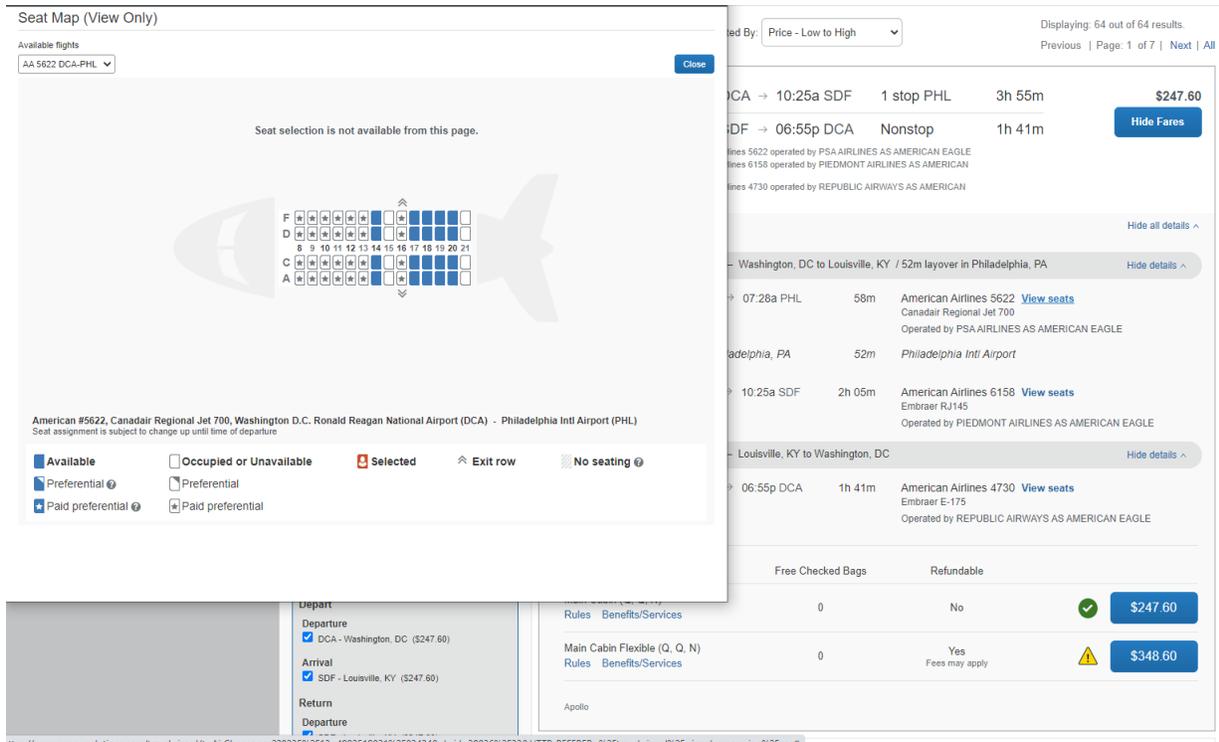
Thu, Oct 7	05:14p SDF → 06:55p DCA	1h 41m	American Airlines 4730 <a href="#">View seats</a> Embraer E-175 <small>Operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE</small>
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Fare Options	Free Checked Bags	Refundable		Price
Main Cabin (Q, Q, N) <small>Rules Benefits/Services</small>	0	No	<input checked="" type="checkbox"/>	<b>\$247.60</b>
Main Cabin Flexible (Q, Q, N) <small>Rules Benefits/Services</small>	0	Yes <small>Fees may apply</small>	<input type="checkbox"/>	<b>\$348.60</b>

Apollo



Click Flight details. If you want to view the available seating for the flight, click View seats to open a popup window that displays the seating configuration. Depending on the airline, you can select your desired seat for the flight.



The screenshot shows a flight booking interface. On the left, a 'Seat Map (View Only)' popup is open for flight AA 5622 DCA-PHL. The seat map shows a 3x4 cabin layout with seats F through A and 8 through 21. A message states 'Seat selection is not available from this page.' Below the map are controls for seat status: Available, Occupied or Unavailable, Selected, Exit row, and No seating. There are also options for Preferential and Paid preferential seating.

On the right, a list of flight options is displayed. The first option is DCA → 10:25a SDF, 1 stop PHL, 3h 55m, priced at \$247.60. The second option is SDF → 06:55p DCA, Nonstop, 1h 41m, with a 'Hide Fares' button. Below these are details for layovers: Washington, DC to Louisville, KY / 52m layover in Philadelphia, PA, and Louisville, KY to Washington, DC. The final option is 06:55p DCA, 1h 41m, American Airlines 4730, priced at \$348.60. A table at the bottom shows 'Free Checked Bags' (0) and 'Refundable' status (No for \$247.60, Yes for \$348.60).

You can scroll down to review additional fare options. When you are ready to select your flight, click the fare amount.



In the Review and Reserve Flights section, review your flight itinerary. Scroll down to review the seat map, review the price summary information, this purchase will be charged to NDAA directly.

### Trip Summary

**Flights Selected**

Round Trip  
DCA - SDF  
Depart: Sun, 10/03/2021  
Return: Thu, 10/07/2021

**Finalize Trip**

## Review and Reserve Flight

### REVIEW FLIGHTS

**DEPART** ✕ Sun, Oct 3 – Washington, DC to Louisville, KY / 52m layover in Philadelphia, PA Hide details ^

Sun, Oct 3	06:30a DCA → 07:28a PHL	58m	American Airlines 5622 Canadair Regional Jet 700 <small>Operated by PSA AIRLINES AS AMERICAN EAGLE</small>
	<i>Layover in Philadelphia, PA</i>	52m	<i>Philadelphia Intl Airport</i>
	08:20a PHL → 10:25a SDF	2h 05m	American Airlines 6158 Embraer RJ145 <small>Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE</small>

**RETURN** ✕ Thu, Oct 7 – Louisville, KY to Washington, DC Hide details ^

Thu, Oct 7	05:14p SDF → 06:55p DCA	1h 41m	American Airlines 4730 Embraer E-175 <small>Operated by REPUBLIC AIRWAYS AS AMERICAN EAGLE</small>
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### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

**Primary Traveler** Edit | Review all

**Name:** Logan Michelle Kilduff **Phone:** 703-519-1652 **Email:**

**Frequent Flyer Programs** [Add a Program](#)

For American Airlines

### SELECT SEATS

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

Flight	Main Cabin (Q)	Seat
AA 5622	Main Cabin (Q)	14A (change)
AA 6158	Main Cabin (Q)	10A (change)
AA 4730	Main Cabin (N)	15A (change)



After you review the fare rules and restrictions, click Reserve Flight and Continue.

#### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$195.35	\$52.25	\$247.60
Total Estimated Cost: \$247.60			
Total Due Now: \$247.60			

#### METHOD OF PAYMENT

This purchase will be charged to your company directly.



#### 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](#)

On the Trip Booking Information page, notice that the Trip Name is based on the departure and arrival cities. You can edit the Trip Name as needed. You can also provide a Trip Description and enter who you would like to send a copy of the confirmation to.

To finalize your reservation process, scroll down, and then click Confirm Booking. Note that if your company does not require approvals for trips, you will see a Purchase Ticket button instead of a Confirm Booking button. By confirming the booking, you are sending your reservation to the Program Director for approval.

The Pre-populating Your Expense Report page appears. You can select transportation options for arrival and departure from the airports during your trip. Click Finish.