



LEARNER TRAVEL RESOURCES

Booking a Flight with Concur Travel

BEFORE YOU BOOK

Go to concur.com

Login using your @Nightingale.edu email address.

Set up your travel profile. Make sure all of the information you enter is accurate. From here, you can review your phone numbers, travel preferences, memberships, frequent flyer programs and TSA pre-check.

BOOKING A FLIGHT

Search for round-trip, one-way or multi-city itineraries

Type in a city name or 3-letter airport/city code in the search box

Use the Find an Airport and Select Multiple Airports tools as needed and search by departure or arrival time.

Use the main trip search tab to book AIR only. If you need a car rental and/or hotel you can search for it at the same time.

Use the FARE MATRIX to filter by: Number of stops and/or Airline, click Shop by Fares to view flight options. You can also adjust how flight options are sorted.

Select the flights that you want to purchase from the Depart and Return tabs.

Select the blue fare button for the flights that you want to purchase and then review flights, confirm any frequent flyer program and select seats (if available). Review the price summary and confirm your method of payment.