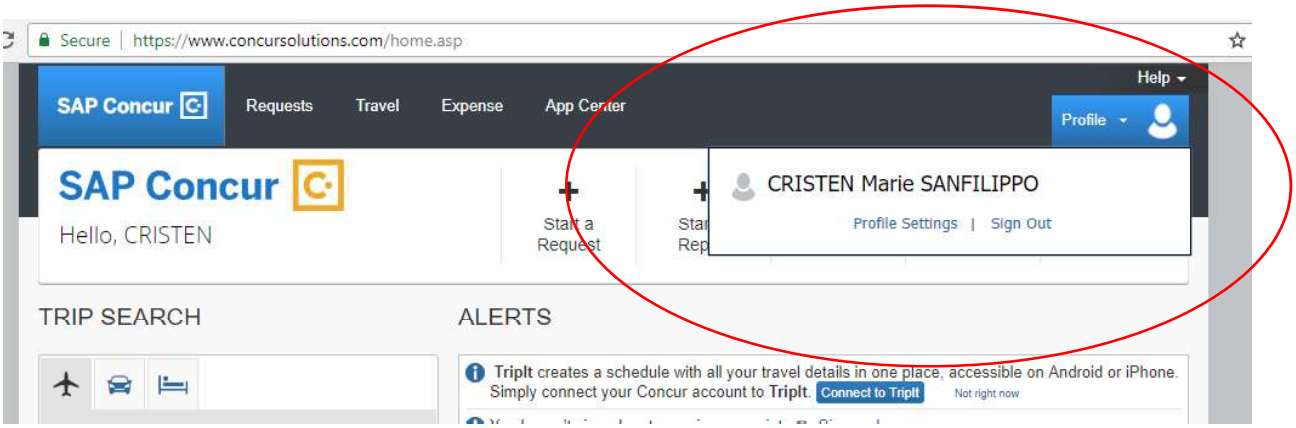
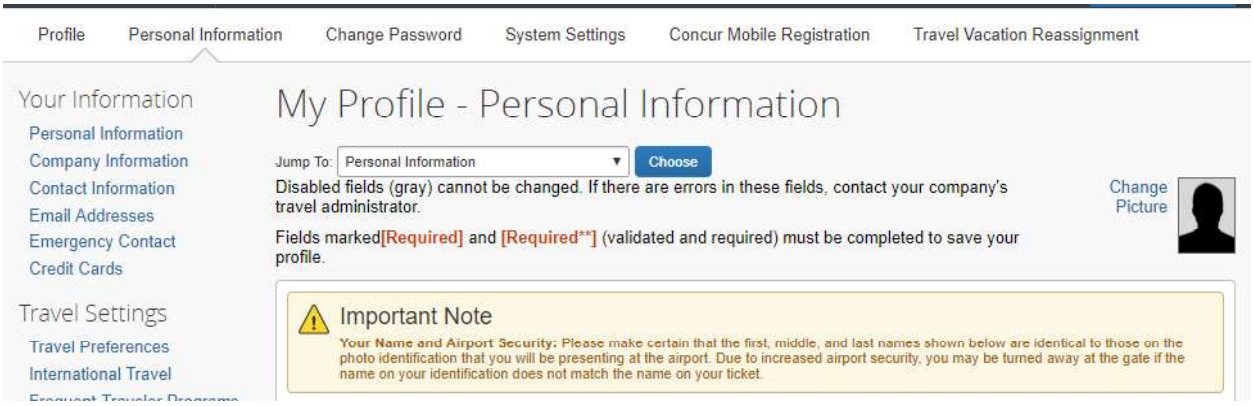
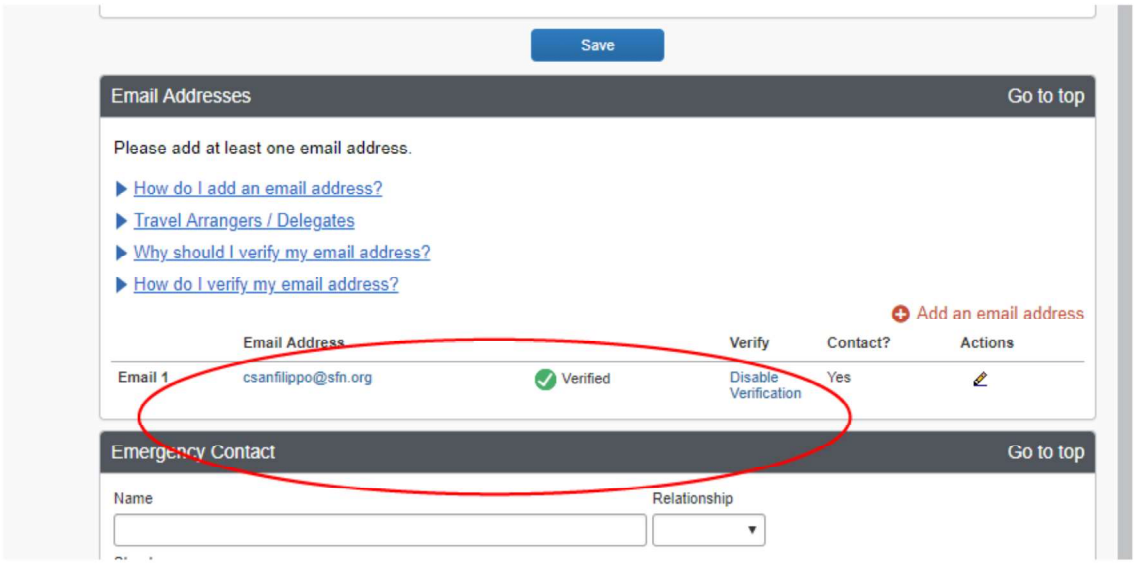
- Log on to the Concur site using this link https://www.concursolutions.com/default.asp
- Your username is your SfN email and your password is ‘welcome’
- You will be prompted to change your password and log in using your new credentials
- Once logged in go to ‘profile’ in the top right corner and in the dropdown select ‘profile settings’



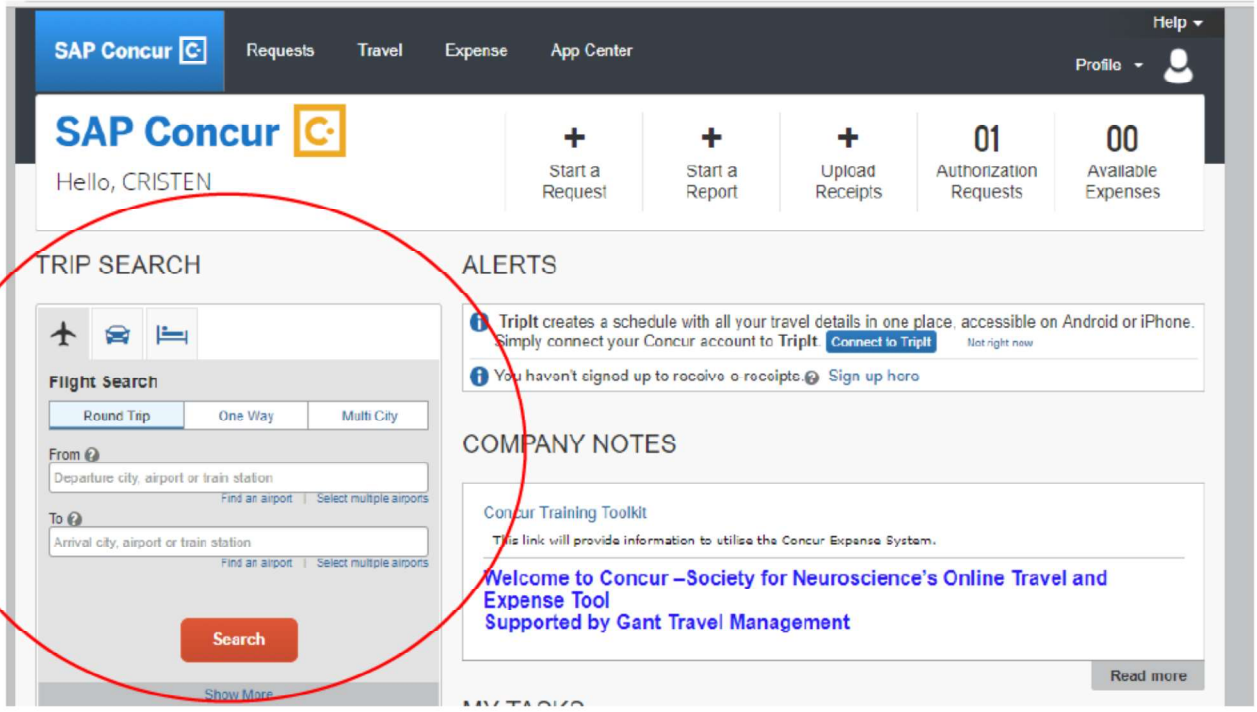
- Click on ‘personal information’ in the left hand navigation bar and complete the required fields



- NOTE: **You cannot book any travel without first completing your personal profile. Your first middle and last name must be identical to what is on your photo ID you will be presenting at the airport**
- **Please be sure to verify your email so that you can receive updates on your travel booking**

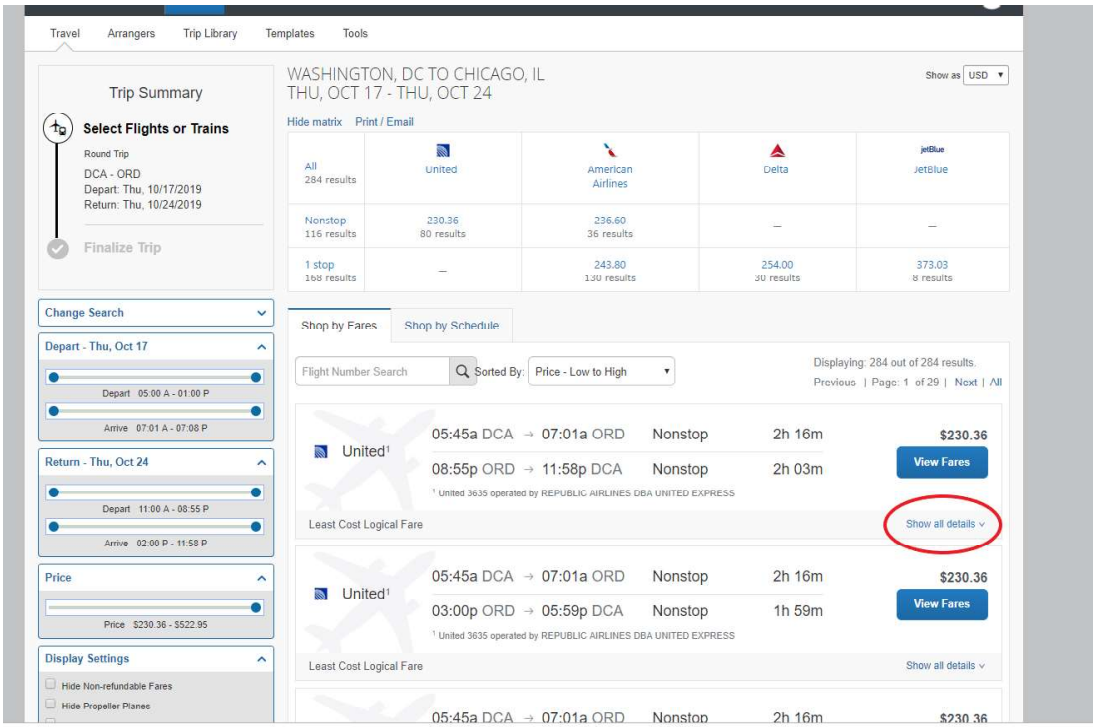


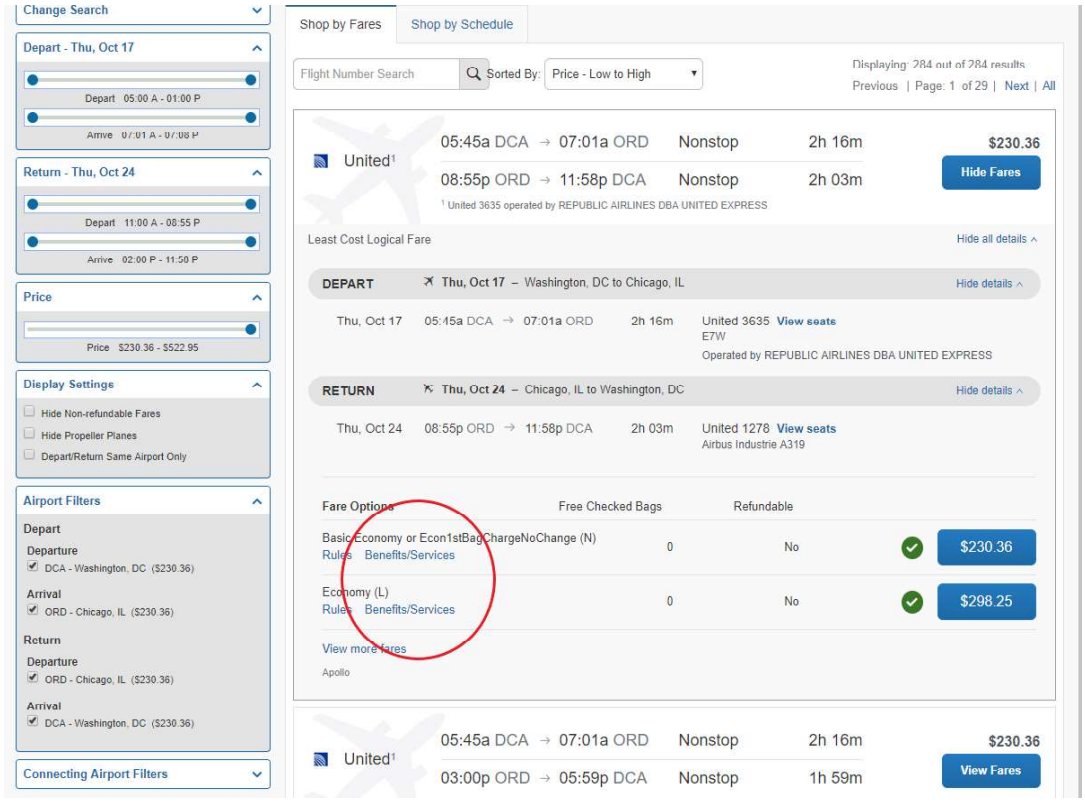
- You are now ready to book
- Go to your home page using the SAP Concur icon on the top left of your screen
- Search for flights using 'Trip Search'

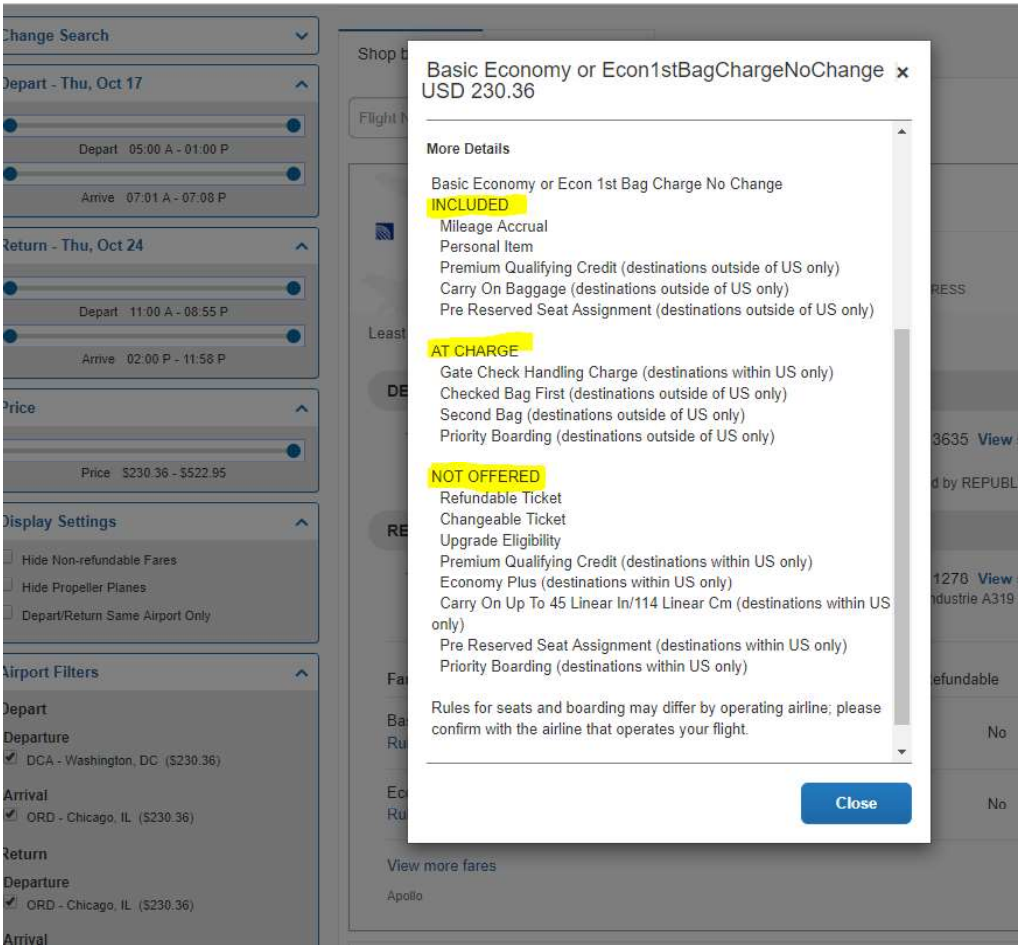


- Select the desired flight itinerary and follow the steps to book

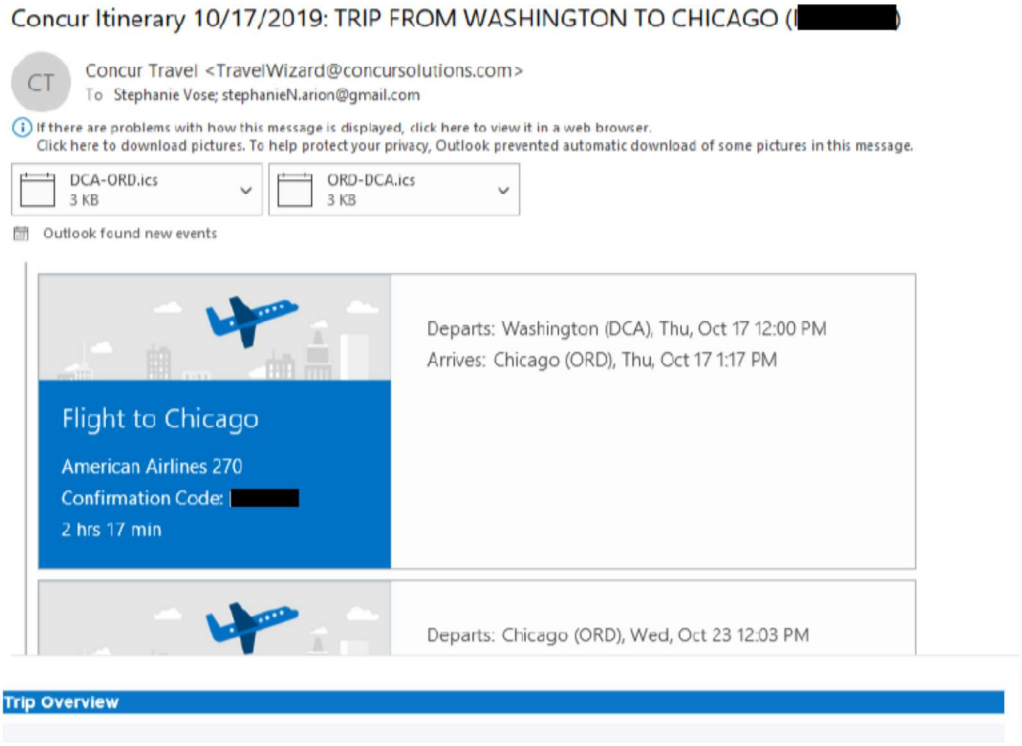
- **Before you book, please be mindful of the Benefits/Services included in various types of tickets. For instance, some tickets offer first checked bag free or no fees for changing/canceling your travel. To view included Benefits/Services:**






Change Search
Depart - Thu, Oct 17
Depart 05:00 A - 01:00 P
Arrive 07:01 A - 07:08 P
Return - Thu, Oct 24
Depart 11:00 A - 08:55 P
Arrive 02:00 P - 11:58 P
Price
Price $230.36 - $522.95
Display Settings
Hide Non-refundable Fares
Hide Propeller Planes
Depart/Return Same Airport Only
Airport Filters
Depart
Departure
DCA - Washington, DC ($230.36)
Arrival
ORD - Chicago, IL ($230.36)
Return
Departure
ORD - Chicago, IL ($230.36)
Arrival
Basic Economy or Econ1stBagChargeNoChange
USD 230.36
More Details
Basic Economy or Econ 1st Bag Charge No Change
INCLUDED
Mileage Accrual
Personal Item
Premium Qualifying Credit (destinations outside of US only)
Carry On Baggage (destinations outside of US only)
Pre Reserved Seat Assignment (destinations outside of US only)
AT CHARGE
Gate Check Handling Charge (destinations within US only)
Checked Bag First (destinations outside of US only)
Second Bag (destinations outside of US only)
Priority Boarding (destinations outside of US only)
NOT OFFERED
Refundable Ticket
Changeable Ticket
Upgrade Eligibility
Premium Qualifying Credit (destinations within US only)
Economy Plus (destinations within US only)
Carry On Up To 45 Linear In/114 Linear Cm (destinations within US only)
Pre Reserved Seat Assignment (destinations within US only)
Priority Boarding (destinations within US only)
Rules for seats and boarding may differ by operating airline; please confirm with the airline that operates your flight.
Close
View more fares
Apollo

- After you book travel, you should receive 2 emails.
    - The first is a **Trip Overview** from TravelWizard@concursolutions.com. It will look like the screenshot below.



    - The second email is your confirmed travel invoice which includes your **Ticketed Itinerary** as a PDF. It will be from travelsupport@ganttravel.com and include a payment confirmation **"Form of Payment: VI**********0931"** <- this is the SfN payment account information. **PLEASE FORWARD THIS SECOND EMAIL TO NSP@SFN.ORG WHEN YOU RECEIVE IT. Example of second email on next page.**

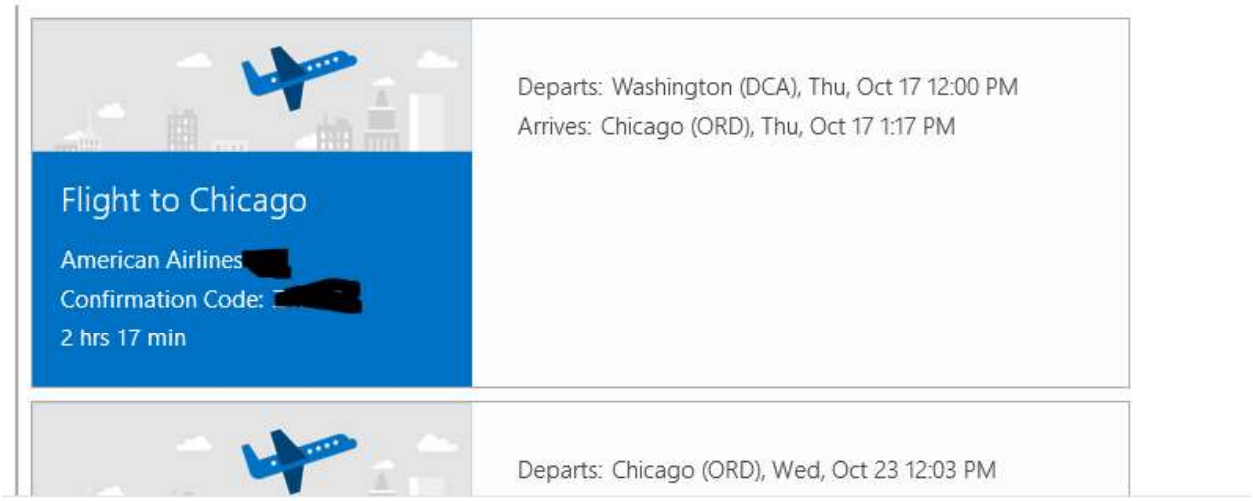
Thursday, 17Oct, 2019: Ticketed itinerary for STEPHANIE NICOLE [redacted] to Chicago, IL

GT Gant Travel Management <travelsupport@ganttravel.com>
To Stephanie Vose; STEPHANIEN.ARION@GMAIL.COM

You forwarded this message on 8/7/2019 2:02 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Invoice - Itinerary Communication Attachment - [redacted] - October 17 2019 [redacted]
113 KB

Outlook found new events



Gant Travel Management
400 West 7th Street, Suite 233
Bloomington, IN 47404
Phone: (224) 205-4713 Fax: (630) 227-3875
Toll Free: (877) 924-0303
After Hours: (224) 205-4713

FINAL TICKETED ITINERARY

This is your final confirmation for your Ticketed itinerary

igust 07, 2019

- **If you do not receive either of these emails, please log back into the Concur and ensure that you clicked through all the pages to confirm your travel.**