**Booking through Christopherson AirPortal – SAP Concur**

**IMPORTANT\*\* Flight requests should only be made Monday through Friday before 2:30p.m. to ensure that they can be approved on the same day.**

1. Once your profile has been approved in AirPortal, select “Book/Manage Online Trips”
2. Click TWICE to be directed to SAP Concur <https://us2.concursolutions.com/home.asp>



1. Enter dates and airport information to search for flights



1. Once you’ve chosen your flight, select “View Fares”



1. Click on the dollar amount of your flight (this is a blue button)





1. Select CBA card, and click “Reserve Flight and Continue”





1. Include a Trip Description





1. Select “Purchase Tickets”
	1. NOTE: this does NOT book your flight. It will notify the Business Office to review and approve your flight.



Make sure you are completing this Monday through Friday BEFORE 2:30p.m. for approval.