

TRAVEL APPLICATION

Concur Booking

HELPFUL HINTS



Fox World Travel recorded a video of the upcoming enhancements, which can be found here: <https://vimeo.com/1097963906?fl=pl&fe=sh> (video length 28 minutes)

PROCEDURE

Concur has a new user interface (UI) with the booking process.

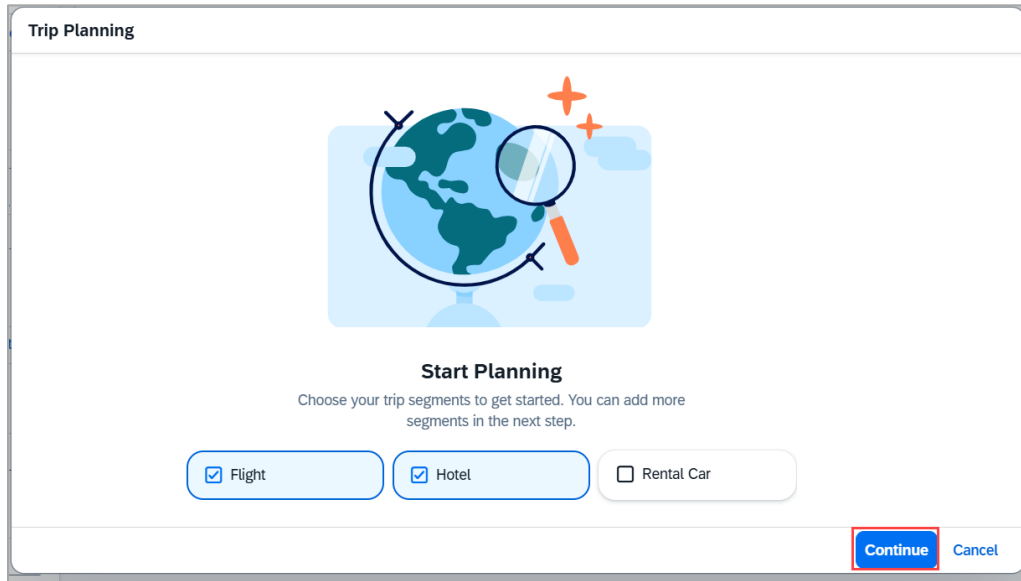
Highlights include:

- Streamlined options on main booking page (less entries/clicks prior to search).
- Detailed information regarding selected flight(s), including seat legroom, carry-on/checked baggage information, a map to select seating, etc.
- Shortened, more efficient booking process: required data/finalize trip on one screen
- Hotel booking will include safety report of area (not specific to hotel) and a guided map indicating location of hotel.

To book a flight, lodging, vehicle, Amtrak, select the icon for either lodging, vehicle, or hotel. To book two or more segments, click [Book Now](#).

The screenshot displays the Concur booking interface. At the top, there is a section titled "Trip Booking. Reimagined." with a subtext "Try the new, improved travel experience. Fewer clicks. More time for what matters." and a "Book Now" button, which is highlighted with a red arrow. Below this, there are icons for "Booking for myself" and "Book for a guest". The main section is titled "Flight Search" and includes a "Round-trip" button, a "One-way" button, and a "Multi-city" button. The "From" field is set to "LNK - Lincoln Airport (Nebraska)". The "To" field is empty with a placeholder "Enter airport, city, or location". The "Dates" field shows "12/08/2025 - 12/09/2025". The "Cabin" dropdown is set to "Any Cabin". There is a checkbox for "Include Accommodation" which is currently unchecked. At the bottom, there is a "Search Flights" button. On the right side, there is a section titled "Available Expenses" with a "See All" link.

After clicking [Book Now](#), a pop-up window appears. Select the desired segments and click [Continue](#).



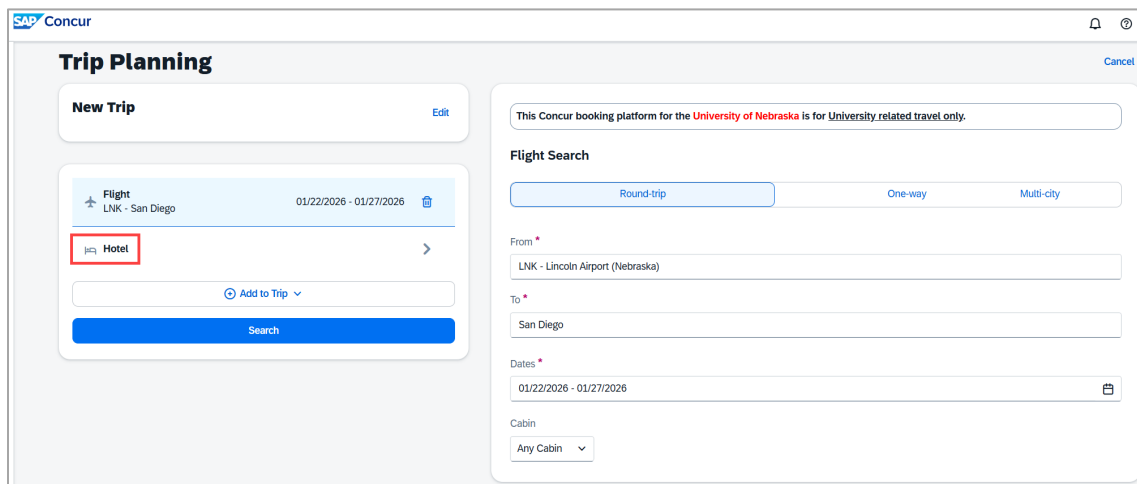
Trip Planning

Start Planning
Choose your trip segments to get started. You can add more segments in the next step.

☒ Flight ☒ Hotel ☐ Rental Car

[Continue](#) [Cancel](#)

Enter the criteria for the flight and click the next segment (hotel).



SAP Concur

Trip Planning

New Trip [Edit](#)

Flight
LNK - San Diego 01/22/2026 - 01/27/2026

Hotel

[Add to Trip](#) [Search](#)

Flight Search

[Round-trip](#) [One-way](#) [Multi-city](#)

From *
LNK - Lincoln Airport (Nebraska)

To *
San Diego

Dates *
01/22/2026 - 01/27/2026

Cabin
Any Cabin

CONCUR NEW USER INTERFACE (UI)

Updated December 8, 2025

Continue to enter criteria in each segment. If needed, click [Add to Trip](#) to add car rental or additional lodging. Click *Search*.

Trip Planning

New Trip

Edit

Flight

LNK - San Diego

01/22/2026 - 01/27/2026

>

Hotel

San Diego

01/22/2026 - 01/27/2026

🗑️

Add to Trip

Search

Always check hotel cancel policy by clicking on the rate details/cancellation policy link

Hotel Search

* Required

Your Hotel search will match your flight booking.

☒ Match Flight Booking

Destination *

San Diego

Distance *

15 mi

Dates

01/22/2026 - 01/27/2026

Select the outbound flight. A class comparison appears. Select the desired fare and repeat the process for the return flight.

Departing Flight

Skip Search

Lincoln (LNK) - San Diego, California, US

Departure Date: Thursday, January 22, 2026

Edit Search

All Filters

Flight Number

Matrix

Number of Stops

Carriers

Time

Flexibility

Policy

Clear All

16 of 16 Flights

Best flights for you

United Airlines

11:35 AM - 8:49 PM

LNK - SAN - 2 Stops - 11h 14m

+ Recommended

More Preferred

975kg CO2e

Economy

One-way

★

👤

\$210

Economy Fully Refundable

One-way

👤

\$264

United Airlines

6:00 AM - 2:52 PM

LNK - SAN - 2 Stops - 10h 52m

+ Recommended

More Preferred

653kg CO2e

Economy

One-way

👤

\$248

Economy Fully Refundable

One-way

👤

\$301

All flights

United Airlines

6:00 AM - 3:04 PM

LNK - SAN - 2 Stops - 10h 52m

+ Recommended

More Preferred

628kg CO2e

Best flights for you

United Airlines

11:35 AM - 8:49 PM

LNK - SAN - 2 Stops - 11h 14m

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👤

\$301

First Or Business

One-way

👤

\$612

First Or Business Fully Ref

One-way

👤

\$81

United Airlines

6:00 AM - 2:52 PM

2 Stops - 10h 52m

+ Recommended

More Preferred

653kg CO2e

LNK - DEN

DEN - SFO

SFO - SAN

6:00 AM • Lincoln Airport (Nebraska)

United Airlines UA 5866

Operated by SKYWEST DBA UNITED EXPRESS

Duration: 2h 4m

Bombardier Regional Jet 550

Preview Seat map

7:04 AM • Denver International Airport

Layover: 43m

Economy

One-way

👤

\$248

Fare Details

Select Fare

Economy Fully Refundable

One-way

👤

\$301

Fare Details

Select Fare

First Or Business

One-way

👤

\$612

Fare Details

Not Allowed

First Or Business Fully Ref

One-way

👤

\$81

Fare Details

Not Allowed

UNIVERSITY OF
Nebraska
System

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Nebraska State
College System

CONCUR NEW USER INTERFACE (UI)

Travel Quick Reference Guide

Updated December 8, 2025

Scroll down and click *Select Seats*. A pop-up window will appear to select a seat for all legs of the flights.

Seat Map

Departing **Return**

LNK - DEN **DEN - SAN**

Denver International Airport (DEN) - San Diego International Airport (SAN)

Thursday, 01/22/2026 7:47 AM - 2:52 PM Duration: 8h 5m

United Airlines UA 2391 Boeing 737-900 Passenger

☐ Available

☐ Available (Fee)

☐ Unavailable

☒ Selected

☐ Accessible

☐ Exit

☐ Lavatory

☐ Galley

☐ Closet

Economy

7 8 9 10 11 14 15 20 21 22 23 24 25 26 27 28 29 30

A B C D E F

-- No seat selected

Save Seats Next Flight Cancel

Check the box for rules/restrictions agreement and click *Book and Continue*.

Seats

Lincoln, NE (LNK) - San Diego, CA (SAN)

Cabin: Economy

Lincoln, NE (LNK) - Denver, CO (DEN)

Denver, CO (DEN) - San Francisco, CA (SFO)

San Francisco, CA (SFO) - San Diego, CA (SAN)

San Diego, CA (SAN) - Lincoln, NE (LNK)

Cabin: Economy

San Diego, CA (SAN) - Denver, CO (DEN) Seat 38F

Denver, CO (DEN) - Lincoln, NE (LNK) Seat 14D

Baggage Allowance

Review the baggage conditions and rules.

Lincoln, NE (LNK) - San Diego, CA (SAN)

Economy

✓ 1 carry-on bag included

○ Checked bag policy unavailable

San Diego, CA (SAN) - Lincoln, NE (LNK)

Economy

Estimated Total Cost **\$565.17**

Base Fare \$474.39

Taxes, fees & charges \$90.78

Payment

The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment

University of Nebraska Corporate Card **** 8000

☒ I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share my Traveler Information and preferences with the travel provider.

[Flight Fare Rules and Restrictions](#)

[Hazardous Materials Restrictions](#)

Book and Continue

[Change Selections](#)

CONCUR NEW USER INTERFACE (UI)

Travel Quick Reference Guide

Updated December 8, 2025

Select lodging from the available options and select the desired room. Use the map to pinpoint hotel location.

Courtyard by Marriott San Diego Mission Valley Hotel Circle
595 Hotel Circle South, San Diego, CA 92108 3.12 mi 3-Star Hotel
From \$113 Nightly
Total price is unavailable
View Rooms

HILTON GARDEN INN SAN DIEGO MISSION
3805 Murphy Canyon Road, SAN DIEGO, CA 92123 7.15 mi 3-Star Hotel
From \$113 Nightly
Total price is unavailable
View Rooms

HILTON GARDEN INN SAN DIEGO/DEL MAR
3939 Ocean Bluff Ave, SAN DIEGO, CA 92130 14.49 mi 3-Star Hotel
From \$115 Nightly
Total price is unavailable
View Rooms

Enter room preferences if desired. Check the box for rules/restrictions agreement and click *Book and Continue*.

Courtyard by Marriott San Diego Mission Valley Hotel Circle 3-Star Hotel
595 Hotel Circle South, San Diego, CA 92108 Phone: +16192915720
E-Receipts Enabled Sustainability Score: 57 39KG CO₂e

A00Ltsa: Long Term Stay Rate Guest Room 1 King Sofa Bed Must Stay 5 Nights Or More 1 King Be With Sofa Bed 1 King Sofa Bed Mini Fridge Microwave 360 Square Feet/32 Square Metre Wireless Internet Complimentary
5 Nights

Booking Includes
One king bed
Free cancellation until 11:59PM on January 21, 2026.

Check-in January 22, 2026 **Check-out** January 27, 2026

Traveler Information
All information must match government issued ID from your profile.
Name on Reservation: Dave Green Phone: (402) 472-0123 Email: davegreen@nebraska.edu
Frequent Traveler Account: None

Room Preferences
Your requests will be forwarded to the hotel.

Estimated Total Cost \$669.38
January 22 - January 26, 2026 \$595.00
Taxes, fees and charges \$74.38

Payment
Form of Payment: Conferma Lodging Card
Add Payment Method

☒ I have read and accept the rules & restrictions and policies.*
Rules and Restrictions

Book and Continue
Change Selection

CONCUR NEW USER INTERFACE (UI)

Travel Quick Reference Guide

Updated December 8, 2025

Scroll down to enter required information for NUID, Report ID (located at top of the approved travel request – for guests, use 1111), type of travel, trip purpose, and cost object.

✈️ Lincoln, NE (LNK) - San Diego, CA (SAN)

Thursday, January 22, 2026

Confirmation Number: MVMXZKJ

Confirmed

🏨 Courtyard by Marriott San Diego Mission Valley Hotel Circle, San Diego

Thursday, January 22, 2026 - Tuesday, January 27, 2026

Property Confirmation: 99467598 | Provider Confirmation: 99467598

Confirmed

✈️ San Diego, CA (SAN) - Lincoln, NE (LNK)

Tuesday, January 27, 2026

Confirmation Number: MVMXZKJ

Confirmed

Additional Information

Your company has requested a few more details about this booking.

NUID Number (of the person making this booking, eight digits) *

0/8

Enter text

Report ID *

0/10

Enter text

Type of Travel *

No option selected

What is the purpose of this trip? *

0/30

Enter text

Cost Object (10 or 13 digits no special characters) *

0/13

Enter text

Estimated Total Cost @

\$1,234.55

Flight

\$565.17

Hotel

\$669.38

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

Cancel Trip

Would you like to book anything else?

Add Hotel

Add Rental Car

Once complete, click *Finalize Trip*.

✈️ Lincoln, NE (LNK) - San Diego, CA (SAN)

Thursday, January 22, 2026

Confirmation Number: MVMXZKJ

Confirmed

🏨 Courtyard by Marriott San Diego Mission Valley Hotel Circle, San Diego

Thursday, January 22, 2026 - Tuesday, January 27, 2026

Property Confirmation: 99467598 | Provider Confirmation: 99467598

Confirmed

✈️ San Diego, CA (SAN) - Lincoln, NE (LNK)

Tuesday, January 27, 2026

Confirmation Number: MVMXZKJ

Confirmed

Additional Information

Your company has requested a few more details about this booking.

NUID Number (of the person making this booking, eight digits) *

0/8

Enter text

Report ID *

0/10

Enter text

Type of Travel *

No option selected

What is the purpose of this trip? *

0/30

Enter text

Cost Object (10 or 13 digits no special characters) *

0/13

Enter text

Estimated Total Cost @

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