



SAP Concur Travel: Book Airfare and Lodging

Use this guide to help you make airfare and lodging reservations via Concur Travel.

Accounts Payable & Travel

Revised January 2025

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Overview

The SAP Concur Travel online booking tool delivers the broadest selection of travel content through an intuitive and easy-to-use online travel booking experience. Both the SAP Concur Travel and SAP Concur Expense modules allow for travel to be all inclusive for employees, students, and non-employees of Texas State University. This also allows for an all-encompassing system for travel preapproval, booking travel reservations and the reimbursement process once the trip is complete.

The following instructions will guide the user through the reservation process of airfare, lodging and in some cases car rental (if booking car rental only, refer to [Tx State Car Rentals](#)).

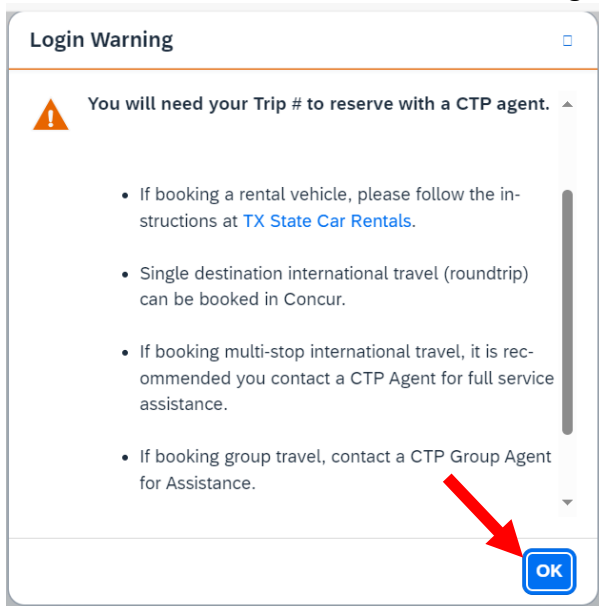
Corporate Travel Planners (CTP) is the University's preferred vendor for airfare and lodging purchases. When booking your reservations, the SAP Concur Travel system will submit all reservation information to CTP for final ticketing, reservation, and invoicing. CTP will then transfer booking information to the SAP Concur Expense system; this allows for ease of the reimbursement process once your trip is complete.

If you need on-line navigational assistance at any time during the booking process, you may call Corporate Travel Planners (CTP) toll free at 877-727-5188. Operational times for this free service is 8:00 AM – 5:00 PM M-F Central Time. **NOTE:** If you need help after hours, you may still call 800-823-6582 but you will incur an after-hours booking fee.

Pre-Booking Requirements

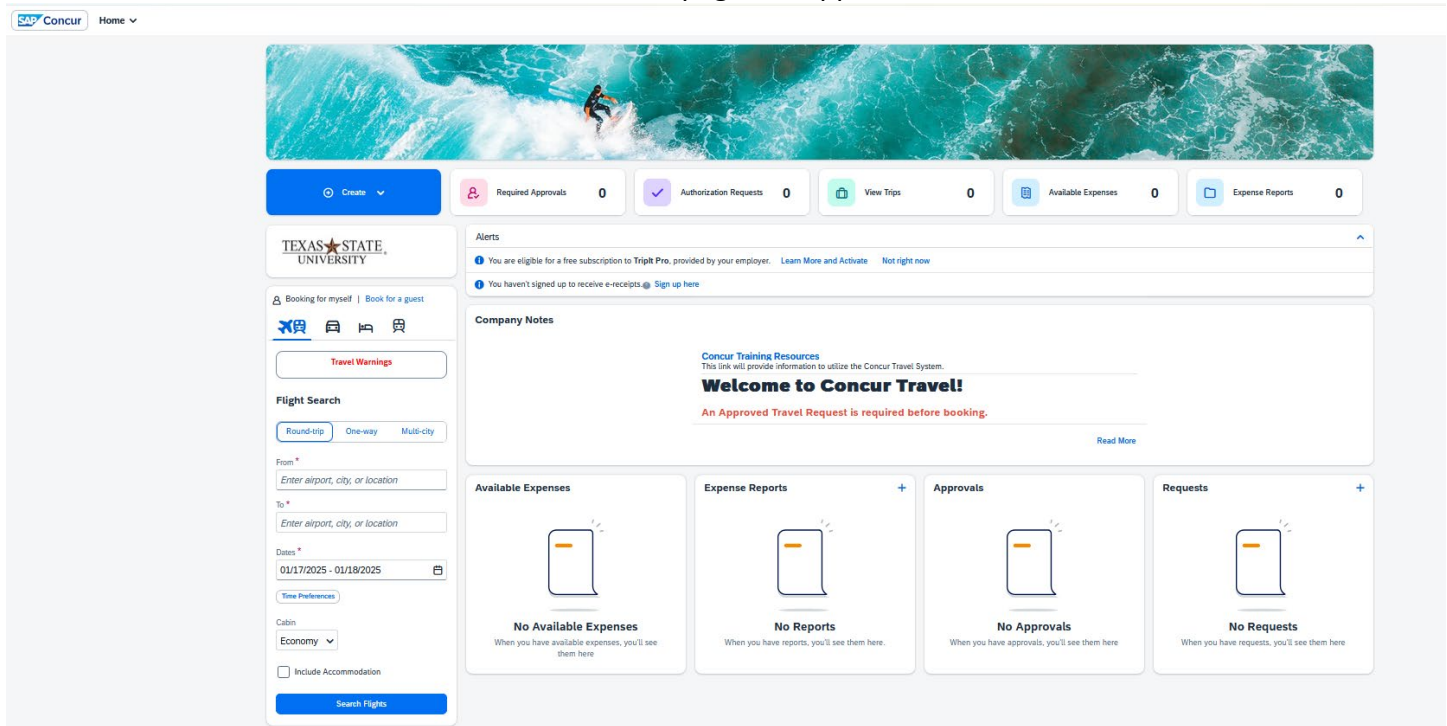
- Travel Requests must be fully approved before airfare/hotel/rental vehicles can be booked.
- Only valid and correct trip numbers should be used when making reservations (e.g., 334P).
- Travel Requests should have sufficient funds encumbered to cover the costs.
- Reservation dates must match the approved Travel Request.
- Destinations must match the approved Travel Request.
- Travel Assistants should not book any airfare other than coach. Please refer to [RSS 072618A](#).

➤ The following Login Warning will pop up. Read through for University guidelines and SAP Concur directions and select **OK**. **NOTE:** This message will change with any updated information.

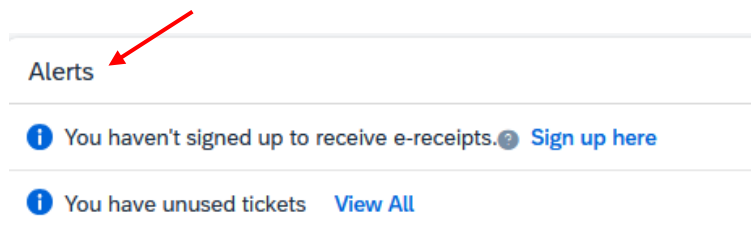


SAP CONCUR TRAVEL Homepage Overview

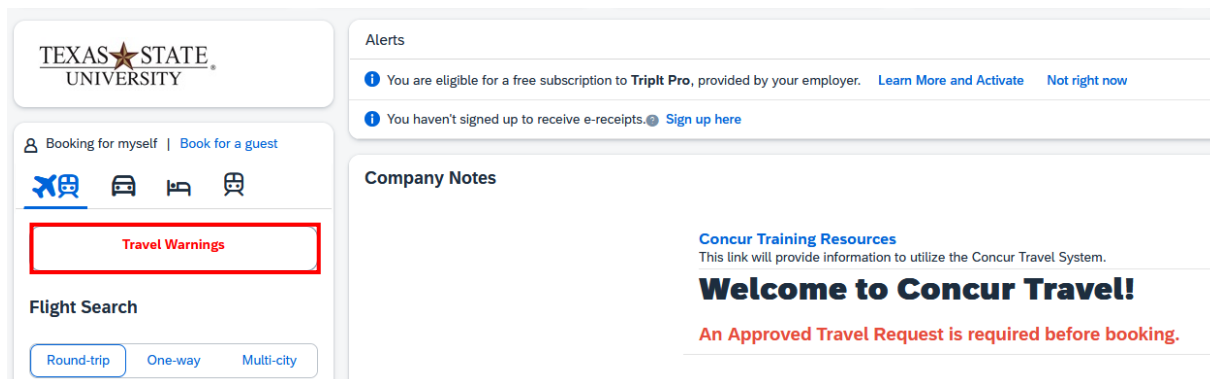
1. Once in SAP Concur Travel, the homepage will appear.



2. Any unused tickets will be listed under the **Alerts** tab.



3. It is the Traveler's responsibility to monitor any travel warnings when traveling to a foreign country. Click the **Travel Warnings** box to view notifications.



4. The **Company Notes** section includes Travel Office resources and information about ConfermaPay, On Call International the University's duty of care provider, Concur contact information, CTP contacts and Travel Office quick links.

COMPANY NOTES

[Concur Training Resources](#)

This link will provide information to utilize the Concur Travel System.

Welcome to Concur Travel!

An Approved Travel Request is required before booking.

Before your trip begins

- **Know your travel allowances:** [Business Travel UPPS 05.06.05](#)
- Access any [Texas State Travel Forms](#) needed.
- Review the [Pre-Trip Reference guide](#).

Corporate Travel Planners (CTP)

The University's preferred vendor for airfare and lodging reservations.

- **CTP Hours of Operation:** 8:00am - 5:00pm CST
- **CTP After Hours:** 5:01pm - 7:59am CST

Hotel Payment

- If booking hotels in Texas, provide the [Hotel Occupancy Tax Exemption Certificate](#) to the establishment.
- Access your virtual hotel payment with the **ConfermaPay** App.
 - Register with your university email.
 - For **ConfermaPay** App troubleshooting, please email: <https://help.conferma.com>

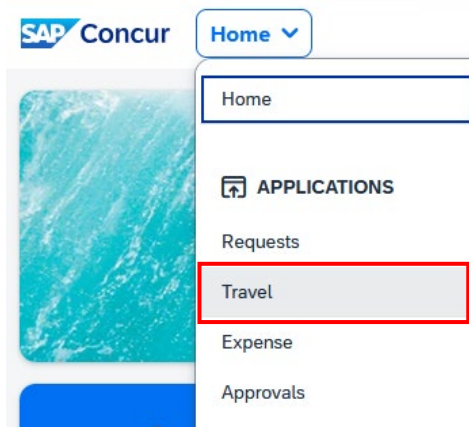
Car Rentals

- If booking a rental vehicle ONLY, please follow the instructions at [TX State Car Rentals](#).

Concur Reservation Assistance

- For Concur Travel Assistance please call **877-208-1396** . .
- For Full Service Reservation Assistance please call **800-523-9036** . or **210-366-9565** . .
- For Assistance with Group Reservations please call **800-810-2695** . or **210-530-0857** . , or you can email groups@ctptravelservices.com.
- After Hours Toll Free Number **800-823-6582** .
 - Please note there is a charge **for after hour calls**.

5. Select **Travel** from the dropdown menu on the top left of the homepage.



Booking Reservations

1. Determine what combination of travel is required (e.g., airfare, rental car, lodging, or rail)

A screenshot of the SAP Concur Flight Search form. At the top, there are two links: 'Booking for myself' and 'Book for a guest'. Below these are four icons representing different travel modes: a plane (selected), a car, a hotel, and a train. A 'Travel Warnings' section is visible. The 'Flight Search' section includes three tabs: 'Round-trip' (selected), 'One-way', and 'Multi-city'. Below the tabs are three input fields: 'From' (with a red asterisk), 'To' (with a red asterisk), and 'Dates' (with a red asterisk). The 'From' and 'To' fields have placeholder text 'Enter airport, city, or location'. The 'Dates' field shows '01/17/2025 - 01/18/2025' and a calendar icon. Below the input fields are three sections: 'Time Preferences' (a button), 'Cabin' (a dropdown menu showing 'Economy'), and 'Include Accommodation' (a checkbox). At the bottom is a blue 'Search Flights' button.

2. Under TRIP SEARCH, select one of the following options: Round **Trip**, **One Way**, or **Multi City**.

A screenshot of the SAP Concur Flight Search form, focusing on the trip selection options. The 'Flight Search' title is at the top. Below it are three tabs: 'Round-trip' (selected), 'One-way', and 'Multi-city'. The tabs are enclosed in a rounded rectangular container.

3. If only booking one travel type, select the proper icon (e.g., plane, car, bed, or train) to begin the booking process for the type of travel needed.
NOTE: If booking car rental only, refer to [Tx State Car Rentals](#). **Rentals booked through Concur will be personally paid by the traveler.**



4. If booking airfare plus rental vehicle and/or lodging, click the plane icon and you will be prompted to book a rental vehicle and/or lodging as you flow through the booking process. There is no need to return to the initial screen to begin each individual reservation.

Booking Airfare and Lodging

Airfare

1. Enter Departure City. Beginning with the city name or airport's three-digit code and a listing will begin to populate to narrow the search. Scroll down the list and click on the correct airport.

A screenshot of a web form. At the top, it says "From *" in red. Below it is a text input field containing "aus". Below the input field is a dropdown menu with two items: "AUS - Austin-Bergstrom International Airport" with an airplane icon and "Australia" with a location pin icon. The first item is highlighted.

2. Enter Arrival City. Beginning with the city name or the airport's three- digit code and a listing will begin to populate to narrow the search. Scroll down the list and click on the correct airport.

A screenshot of a web form titled "Flight Search". It has three tabs: "Round-trip" (selected), "One-way", and "Multi-city". Below the tabs, it says "From *" in red, followed by a dropdown menu showing "AUS - Austin-Bergstrom International ...". Below that, it says "To *" in red, followed by a text input field containing "DFW". Below the input field is a dropdown menu with three items: "DFW - Dallas/Fort Worth International Airport" with an airplane icon, "DFW Rental Car Return" with a location pin icon, and "DFW - Dallas/Fort Worth International Airport" with an airplane icon. The first item is highlighted.

3. Enter the dates of travel to search for reservation availability.
 - a. Enter the date or select from calendar drop down.

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

02/18/2025 - 02/20/2025

4. Select Time Preferences to narrow down the search. Enter the Departure and Return times.

Time Preferences

- a. The time preference can be changed to either departure or arrival (e.g., want to arrive at 12:00PM).

Time Preferences

Departing Travel

Search Type: Departing ▼ Date: 02/18/2025 Time: Anytime ▼

Returning Travel

Search Type: Departing ▼ Date: 02/20/2025 Time: 6:00 PM ▼

4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM

The University's preferred vendor for airfare and lodging re

- b. Select to view options up to +/- 9 hours from the time selected.

Time Preferences

Departing Travel

Search Type: Departing ▼ Date: 02/18/2025 Time: 9:00 AM ▼ Range: ± 2hrs ▼

Returning Travel

Search Type: Departing ▼ Date: 02/20/2025 Time: 6:00 PM ▼

± 2hrs
± 3hrs
± 4hrs
± 5hrs
± 6hrs
± 7hrs
± 8hrs

The University's preferred vendor for airfare and lodging res

• CTP Hours of Operation: 7:30 am - 6:30pm CST

5. Check the Include Accommodation box to Find a Hotel in the Destination location to reserve lodging.

☒ Include Accommodation

6. For lodging, enter the Destination City or Location.

☒ Include Accommodation

Destination *

650 South

 **650 S Griffin St**
650 S Griffin St, Dallas, TX 75202, USA

 **650 S Hill St**
650 S Hill St, Los Angeles, CA 90014, USA

- a. Ensure the dates of stay are correct.

Destination *

650 S Griffin St

Dates *

02/18/2025 - 02/20/2025 

- b. Select the Distance from the Destination to search for hotels in the area.

Destination *

650 S Griffin St

Dates *

02/18/2025 - 02/20/2025 

Distance *

5 mi 

- c. **Company Location Note:** If seeking to direct bill a hotel in the San Marcos or Round Rock area please see [Company Billed Hotels](#).

- d. Select **Search Flights**.

Search Flights

7. The system will take a moment to load the flight selections.
8. Flight results can be filtered by using a Matrix, Number of Stops, Carrier (Airline), and Departure time.

Departing Flight [Skip Search](#)

Austin (AUS) - Dallas (DFW) Departure Date: Tuesday, February 18 2025 [Edit Search](#)

[All Filters](#)
[Matrix](#)
[Number of Stops](#)
[Carriers](#)
[Departure time: 7:00 AM - 11:00 AM](#)
[Policy](#)
[Clear All](#)

- a. The Matrix will show you the total results by airline and the number of stops.
 - i. Users can select the results from the matrix results.

Total Results (7)	American Airlines	Alaska Airlines	Delta	United Airlines
	More Preferred			
Nonstop	Results (4) \$319	--	--	--
1 stop or fewer	Results (4) \$319	--	--	Results (1) \$339
2 stops or fewer	Results (5) \$319	--	Results (1) \$526	Results (1) \$339

9. Flight options and prices will be displayed based on the selected preferences. Review the grid and select the **Departure** flight. Click **Select** to choose the preferred departure flight.
 - a. The top section of flight options are recommended on preferences.

Departing Flight [Skip Search](#)

Austin (AUS) - Dallas (DFW) Departure Date: Tuesday, February 18 2025 [Edit Search](#)

[All Filters](#)
[Matrix](#)
[Number of Stops](#)
[Carriers](#)
[Departure time: 7:00 AM - 11:00 AM](#)
[Policy](#)
[Clear All](#)

7 of 29 Flights Sort by Recommended [Show Details](#)

Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

Best flights for you

9:30 AM - 10:37 AM AUS - DFW · Nonstop · 1h 7m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ \$319	Main Cabin Flexible Round-trip ▲ \$469
8:00 AM - 9:15 AM AUS - DFW · Nonstop · 1h 15m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ \$319	Main Cabin Flexible Round-trip ▲ \$469
7:00 AM - 8:15 AM AUS - DFW · Nonstop · 1h 15m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ \$319	Main Cabin Flexible Round-trip ▲ \$469

b. All flight options are listed below the recommended flight options.

All flights		
 9:30 AM - 10:37 AM AUS - DFW • Nonstop • 1h 7m More Preferred 92kg CO ₂ e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⚠ \$469
 7:00 AM - 8:15 AM AUS - DFW • Nonstop • 1h 15m More Preferred 92kg CO ₂ e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⚠ \$469
 8:00 AM - 9:15 AM AUS - DFW • Nonstop • 1h 15m More Preferred 92kg CO ₂ e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⚠ \$469

10. Select the preferred **Departure** flight and **Fare Class** (example: Main Cabin) from the listing.

9:30 AM - 10:37 AM AUS - DFW • Nonstop • 1h 7m

 ⚡ Recommended [More Preferred](#) 92kg CO₂e

Main Cabin

 Round-trip

 ☆ ⓘ **\$319**

Main Cabin Flexible

 Round-trip

 ⚠ **\$469**

11. Select the fare from the listed options.

9:30 AM - 10:37 AM Nonstop • 1h 7m

 AUS - DFW

 ✈ 9:30 AM • Austin-Bergstrom International Airport

 American Airlines AA 377

 Duration: 1h 7m

 Airbus A321

[Preview Seat map](#)

 On time: 70%

 📍 10:37 AM • Dallas/Fort Worth International Airport

 ⚡ Recommended [More Preferred](#) 92kg CO₂e

Economy

Main Cabin

 ✈ Standard legroom seat

 🧳 1 carry-on bag included

 1st checked bag for \$40

 2nd checked bag for \$45

 📅 Nonrefundable

 Free advanced changes

 Same day changes for a fee

 🌿 92kg CO₂e

 Round-trip

 ☆ ⓘ **\$319**

[Fare Details](#) [Select Fare](#)

Economy

Main Cabin Flexible

 ✈ Standard legroom seat

 🧳 1 carry-on bag included

 1st checked bag for \$40

 2nd checked bag for \$45

 📅 Fully refundable

 Free advanced changes

 Same day changes for a fee

 🌿 92kg CO₂e

 Round-trip

 ⚠ **\$469**

[Fare Details](#) [Book Out of Policy](#)

First

First

 ✈ Recliner seat

 🧳 1 carry-on bag included

 2 checked bags included

 📅 Nonrefundable

 Free advanced changes

 Free same day changes

 🚶 Priority boarding included

 🌿 138kg CO₂e

 Round-trip

 ⚠ **\$469**

[Fare Details](#) [Not Allowed](#)

12. The **Departure Flight** will populate at the top of the page.

AA 377

Departure

 Tuesday, February 18 2025 9:30 AM - 10:37 AM

\$319

 Main Cabin

13. The Return Flight results will populate on the page for selection.

Return Flight

[Skip Search](#)

Dallas (DFW) - Austin (AUS)

Departure Date: Thursday, February 20 2025 [Edit Search](#)

[All Filters](#)

[Matrix](#)

[Number of Stops](#)

[Carriers](#)

[Departure time: 2:00 PM - 6:00 PM](#)

[Policy](#)

[Clear All](#)

21 of 92 Flights

Best flights for you ?

 American Airlines 4:13 PM - 5:17 PM DFW - AUS • Nonstop • 1h 4m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⓘ \$394
 American Airlines 3:28 PM - 4:32 PM DFW - AUS • Nonstop • 1h 4m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⓘ \$394
 American Airlines 2:39 PM - 3:47 PM DFW - AUS • Nonstop • 1h 8m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ⓘ \$344	Main Cabin Flexible Round-trip ⓘ \$419

14. Select the preferred return flight.

 American Airlines 3:28 PM - 4:32 PM DFW - AUS • Nonstop • 1h 4m Recommended More Preferred 92kg CO₂e	Main Cabin Round-trip ☆ ⓘ \$319	Main Cabin Flexible Round-trip ⓘ \$394
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15. Select the fare class for the flight.

 American Airlines 3:28 PM - 4:32 PM Nonstop • 1h 4m DFW - AUS ✈ 3:28 PM • Dallas/Fort Worth International Airport American Airlines AA 1173 Duration: 1h 4m Boeing 737-800 Passenger Preview Seat map On time: 70% 📍 4:32 PM • Austin-Bergstrom International Airport Recommended More Preferred 92kg CO₂e	Economy Main Cabin ✈ Standard legroom seat 📦 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 📅 Nonrefundable Free advanced changes Same day changes for a fee 🌿 92kg CO ₂ e Round-trip ☆ ⓘ \$319 Select Fare	Economy Main Cabin Flexible ✈ Standard legroom seat 📦 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 📅 Refundable for a fee of \$121 Free advanced changes Same day changes for a fee 🌿 92kg CO ₂ e Round-trip ⓘ \$394 Select Fare	First First ✈ Recliner seat 📦 1 carry-on bag included 2 checked bags included 📅 Nonrefundable Free advanced changes Free same day changes 👤 Priority boarding included 🌿 138kg CO ₂ e Round-trip ❌ \$394 Not Allowed
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16. Once roundtrip flight selection is complete, the flight itinerary will populate for review.

Review and Book

Flight Itinerary

Round-trip

Tuesday, February 18 2025

Austin, TX (AUS) - Dallas, TX (DFW)

9:30 AM - 10:37 AM Nonstop Duration: 1h 7m

American Airlines

AA 377

More Preferred

Select Seats

Main Cabin
Cabin: Economy

Thursday, February 20 2025

Dallas, TX (DFW) - Austin, TX (AUS)

3:28 PM - 4:32 PM Nonstop Duration: 1h 4m

American Airlines

AA 1173

More Preferred

Select Seats

Main Cabin
Cabin: Economy

View Flights and Fare Details

17. Users can **Select Seats** within the cabin for each flight.

Review and Book

Flight Itinerary

Round-trip

Tuesday, February 18 2025

Austin, TX (AUS) - Dallas, TX (DFW)

9:30 AM - 10:37 AM Nonstop Duration: 1h 7m

 American Airlines AA 377

[More Preferred](#)

[Select Seats](#)

Main Cabin
Cabin: Economy

18. Any seats that are available without a fee can be selected.

Departing

Return

Available

Available (Fee)

Unavailable

Selected

Accessible

Exit

WC Lavatory

Galley

Closet

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

WC

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34

35

36

WC

- a. Once the seat has been selected, select **Next Flight**.

30 31 32 33 34 35 36

WC WC

Seat 31F
Your selected seat

Next Flight

- b. Select the seat for the return flight.

24 25 26 27 28 29 30 31

WC WC

Seat 24A
Your selected seat

Confirm Seats

Confirm Seats Cancel

- c. Select **Confirm Seats**.

Seat 24A
Your selected seat

Confirm Seats

Confirm Seats Cancel

NOTE: Select airlines such as Frontier offer “instant purchase airfares.” If this option is used, the ticket purchase is instantly processed after acknowledging the instant purchase related to the chosen flight. Any cancellations, changes or refunds will need to be processed through the carrier.

ACKNOWLEDGE INSTANT PURCHASE

You have selected an airline that requires that all reservations be paid for and ticketed immediately. You must select a credit card to use for payment.

Once you click **Purchase Flight and Continue**, the airline -- not your travel agency -- will

- receive your credit card information
- charge your credit card
- issue a ticket

Once you see your itinerary, you will not be able to cancel the trip through Concur, and any changes or refunds to the airfare will have to be processed through the airline.

When you click **Purchase Flight and Continue**, the selected credit card will be charged and the ticket will be issued immediately.

☐ * I understand and I wish to proceed.

NOTE: You will be prompted to “Choose a Reason” when booking airfare \$100.00 or more over the lowest available option. Once you have chosen a reason, select “Save” to continue.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

 You have booked \$100 over the lowest available option per your schedule needs. Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

Save Cancel

The selected fare was: \$335.81
The least cost logical fare was:\$187.95

Chosen:

Cost: \$335.81

Outbound Flight

American Airlines	1595	Austin-Bergstrom Intl Airport (AUS)	12/11/2023 7:00 AM	Dallas/Fort Worth Intl Airport (DFW)	12/11/2023 8:15 AM	Boeing 737-800
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Return Flight:

American Airlines	1923	Dallas/Fort Worth Intl Airport (DFW)	12/14/2023 7:00 AM	Austin-Bergstrom Intl Airport (AUS)	12/14/2023 8:15 AM	Boeing 737-800
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-- Please Choose a Reason --

-- Please Choose a Reason --

Preferred Airline
Alternate Airport
Flexibility Required

19. Traveler Information will populate on the Review and Book page under the flight itinerary.

Traveler Information

Traveler Information is based on your SAP Concur profile. Your information and any information you complete below will be shared with the travel provider to complete the booking process. Please ensure your name below matches what is on your government issued ID.

Name on Reservation
Sydney Rae Vogel

Phone *

Email *
SRV39@TXSTATE.EDU

Frequent Traveler Account
American Airlines AA Advantage ****08

Advance Details ?

Date of Birth *
//****

Gender *
Female (F)

DHS Redress ?

Known Traveler Number ?
*

☐ Save to Profile

[Add Frequent Traveler Account](#) [Edit Information](#)

NOTE:

- If you have a frequent flyer program set-up in Concur, it will either auto-populate, or you will have the option of adding one at this stage of the reservation.
- If any of the Traveler's information needs to be updated, please select Edit Information.
 - Be advised that this will take the user into profile settings and the reservation will be lost.

Warning ×

 To edit profile information, you will leave this page and visit the profile page. The booking in process will not be saved. Continue to edit profile information?

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

- a. After reviewing all details, mark the box “I have read and accept the rules and restrictions and policies. **Select Book and Continue.**

Estimated Total Cost

\$318.97

Base Fare

\$268.25

Taxes, fees & charges ▼

\$50.72

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

Texas State University Air Card **** 5307

☒ 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](#)

 **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

Lodging

1. Search results for accommodations based on the location that were entered during the search will populate for review.

NOTE: This process is for **business lodging only**. If extending travel for personal days, book the personal lodging reservation separately and use a personal credit card to reserve the room.

650 S Griffin St, Texas

February 18, 2025 - February 20, 2025

Edit Search

Hotel is in country/region United States of America -or- Hotel is not in country/region United States of America

Accommodations

Skip Search

All Filters

Sort by Preferred Level

103 Results

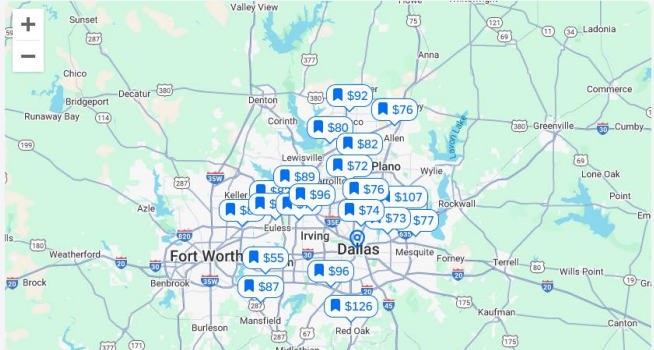
All prices are nightly rates



La Quinta Inn Dallas Uptown
4440 N Central Expressway, Dallas, TX 75206 • 3.25 mi • 2-Star Hotel
Complimentary breakfast • Free parking • High speed internet access • Parking
More Preferred Chain Sustainability Score: 57 24.2KG CO₂e
From: **\$74**
\$174 Total
Includes taxes and fees
View Rooms



La Quinta Dallas Fairpark
8687 E R L Thornton Fwy, Dallas, TX 75228 • 6.34 mi • 2-Star Hotel
Complimentary breakfast • Free parking • High speed internet access • Parking
More Preferred Chain Sustainability Score: 57 24.2KG CO₂e
From: **\$73**
\$167 Total
Includes taxes and fees
View Rooms



2. Lodging results can be filtered by Hotel Name by selecting **All Filters** on the left-hand side of the page.

Accommodations

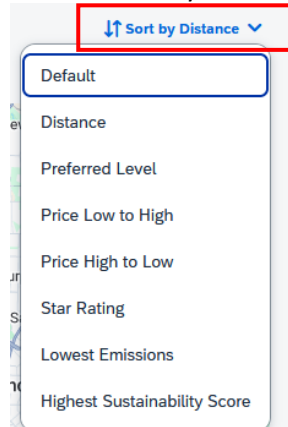
All Filters

Hotel Name
Hotel Name

Brand

- ☐ AC Hotels (1)
- ☐ Aloft Hotels (1)
- ☐ Autograph (1)
- ☐ Business Travel Advantage (1)
- ☐ Canopy by Hilton (1)
- ☐ Comfort Inns (1)
- ☐ Courtyard (2)
- ☐ Crowne Plaza (1)
- ☐ Curio Collection (2)

- a. The results may also be sorted by Distance or Price on the right-hand side of the booking page.



3. Locate the hotel to book. Click on **View Rooms** and then select the room type to move forward with booking. A grid of available room types will be displayed.

NOTE: If the hotel requires a deposit to hold the room, verify you need to stay at that hotel or if you can book another hotel. Some hotels do not refund deposits if the reservation is cancelled. Click on **Rules and cancellation policy** to verify.



Magnolia Dal-downtown

1401 Commerce Street, Dallas, TX 75201 • 0.39 mi • [4-Star Hotel](#)

✓ Health club ✓ High speed internet access ✓ High speed wireless ✓ Restaurant

Sustainability Score: 52 55.4KG CO₂e

From:
\$144

\$375 Total
Includes taxes and fees

[View Rooms](#)

4. **Select** the room that should be reserved.

CORPTRAV, 1 QN-400 SQFT--FREE WIFI-CITY VIEW SEP SHR AND GARDEN TUB - 32 INCH HD TV
✎ One queen bed
✎ No deposit required
✎ Free cancellation until 11:59PM on February 17, 2025.
[Negotiated Rate](#) [View Cancellation Policy](#)

✎ Bathtub ✎ TV

\$149 Avg. per night
\$298 Total
Excludes Taxes & Fees
[View Rate Details](#)

[Select](#)

5. Review the hotel reservation.

Review and Book



Magnolia Dal-downtown [4-Star Hotel](#)

1401 Commerce Street, Dallas, TX 75201 Phone: 1-214-9156500

Sustainability Score: 52 55.4KG CO₂e

1 QN-400 SQFT--FREE WIFI-CITY VIEW SEP SHR AND GARDEN TUB - 32 INCH HD TV WORK DESK WITH PLENTY OF POWER NIGHTLY COOKIES AND MILK BUFFET LOCAL TRANSPORTATION

2 Nights

Booking Includes

- ✎ One queen bed
- ✎ Free cancellation until 11:59PM on February 17, 2025.

Check-in

February 18, 2025

Checkout

February 20, 2025

Per diem lodging limits

Feb 18 - Feb 20, \$170, Meals rate: \$75, Incidentals rate: \$5

6. Review the Traveler Information.

Traveler Information
All information must match government issued ID. Your information is taken from your profile.

Name on Reservation

Sydney Rae Vogel

Phone

Email

SRV39@TXSTATE.EDU

Frequent Traveler Account

None

Add Frequent Traveler Account

Edit Information

7. Enter any special room preferences.

Room Preferences
Your requests will be forwarded to the hotel.

Special Requests

0/30

e. g. room away from elevator

Indicate any additional requests. Fulfillment is not guaranteed.

8. Estimated Total Cost will be available on the right-hand side of the page.

Estimated Total Cost ?	\$387.30
Total Due Now	\$0.00
Hotel ^	\$387.30
Taxes, fees and charges	\$89.30
i Nightly price breakdown is unavailable.	
i Taxes, fees and charges breakdown are unavailable.	

9. Form of Payment will default to Hotel Virtual Payment.

Payment

i 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

Hotel Virtual Payment

10. Review the details and cancellation policy. Check the box next to **I have read and accept the rules & restrictions and policies. Select Book and Continue.**

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

[Rules and Restrictions](#)

[Book and Continue](#)

[Change Selection](#)

11. Review the Trip Overview.

Trip Overview

February 18, 2025 - February 20, 2025

Trip Name *

Trip - Dallas

Character limit: 50

13/50

Description

Character limit: 250

0/250

Traveler

Sydney Vogel

Austin, TX (AUS) - Dallas, TX (DFW)

Tuesday, February 18, 2025

Confirmation Number: JPDNAH

Confirmed

9:30 AM - 10:37 AM Nonstop Duration: 1h 7m

American Airlines AA 377

More Preferred

Frequent Traveler Account: American Airlines AA Advantage ***08

Flight Fare Rules and Restrictions

Selected Seats: 32C

Main Cabin
Cabin: Economy

View Details

More Actions

MAGNOLIA DAL-DOWNTOWN, DALLAS

Tuesday, February 18, 2025 - Thursday, February 20, 2025

Property Confirmation: 10085SE280290 | Provider Confirmation: 10085SE280290

Confirmed

MAGNOLIA DAL-DOWNTOWN 4-Star Hotel

1401 COMMERCE STREET DALLAS TX 75201, DALLAS 75201 Phone: 1-214-9156500

\$5.4KG CO₂e

Payment: Texas State University ----3408

1 QN-400 SQFT--FREE WIFI-CITY VIEW SEP SHR AND GARDEN TUB - 32 INCH HD TV WORK DESK WITH PLENTY OF POWER NIGHTLY COOKIES AND MILK BUFFET LOCAL TRANSPORTATION

2 Nights

Check-in
February 18, 2025

Per diem lodging limits
Feb 18 - Feb 20, Meals rate: \$75, Incidentals rate: \$5

Comments
NONSMOKING

Rules and Restrictions

Checkout
February 20, 2025

More Actions

Dallas, TX (DFW) - Austin, TX (AUS)

Thursday, February 20, 2025

Confirmation Number: JPDNAH

Confirmed

4:13 PM - 5:17 PM Nonstop Duration: 1h 4m

American Airlines AA 2878

More Preferred

Frequent Traveler Account: American Airlines AA Advantage ***08

Flight Fare Rules and Restrictions

Selected Seats: 23C

Main Cabin
Cabin: Economy

View Details

More Actions

12. If satisfied with the trip details, then please add **Additional Information**.

- a. Enter the Approved Concur Travel Request ID.

Additional Information

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

Trip Number/Concur Request ID (EX: 4P3L) *

0/10

Enter text

- b. Select if there is an unused ticket to apply to the reservation.

Do you have an unused ticket in your profile you would like to use? *

Search value options



Car/Hotel Only

No, do not apply unused ticket.

Yes, unused ticket applies.

13. Finalize Trip if all details have been reviewed.

Estimated Total Cost ?

\$706.27

Flight ▼

\$318.97

Accommodation ▼

\$387.30

Rates are quoted in USD.

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

Finalize Trip

Cancel Trip

Hold Trip

i You may hold this reservation until January 17, 2025, 6:00 PM CST.

Trip Confirmation

- a. Click on the blue **Purchase Ticket** button to complete the purchase of your airfare and reserve rental vehicle and/or lodging if applicable.

NOTE: Rental vehicles booked through Concur will be personally paid by the traveler.

- b. If not satisfied, then click the blue **Cancel Trip** button to cancel the entire trip (all reservations).
c. Confirm cancellation by clicking **Confirm Cancel**.

Confirm Cancellation

Do Not Cancel

Confirm Cancel

- d. Cancellation confirmation will appear.

i Your cancellation request was received and is currently being processed. An email confirming the cancellation will be sent once done.

Trip Overview

- The trip itinerary will be displayed with the Confirmation Number and will be sent to the email addresses you have indicated. The Travel Office also receives a copy of the itinerary.
- The trip is now confirmed, and these charges will be paid directly by Texas State University.

NOTE: Lodging is company billed in a different manner. Lodging will be company paid using a single use virtual credit card specific to the lodging establishment, traveler and the lodging reservation dates (business lodging only). Please refer to the [Hotel Virtual Card FAQs](#) for more info.

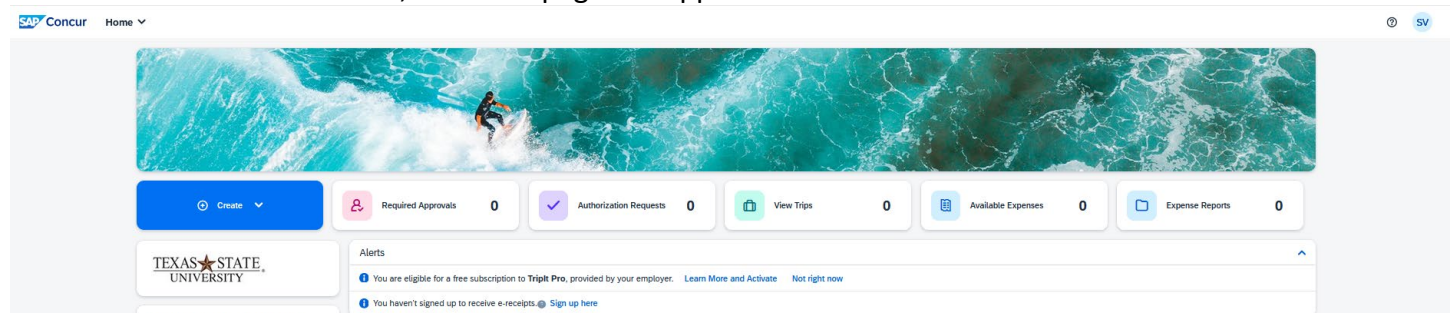
Multi Segment Travel

Multi Segment Travel encompasses trip reservations with multiple stops along one route. This is mainly seen for a foreign destination. Not all price listings are the same in the booking tool compared to what an agent can book. **NOTE:** Consider using an agent to book these types of trips to ensure you are getting the best price possible, and itineraries are correct.

Booking on behalf of another Traveler

NOTE: You must be listed as a Travel Assistant/Arranger in order to book travel for another. Refer to the [SAP Concur Travel: Updating your Profile](#) instructions for more information.

1. Once in SAP Concur Travel, the homepage will appear.



2. From the Profile drop down click on **A Delegate for another user who has granted you this permission** of another user.

3. Type in the user's name or NetID in search field and select the user confirming the name or NetID.

Sydney Manasco

Act as Another User

Act As ?

☐ Myself

☒ A Delegate for another user who has granted you this permission

☐ An Administrator (Proxy) for other users

☐ A Travel Arranger for any user (Self-assign)

Q VALDEZ, Switch

Valdez, Maria I
MV27@TXSTATE.EDU (Email)
5122452775

Sign Out

4. Verify the name and NetID are correct.

5. Select Switch.

Act As ?

☐ Myself

☒ A Delegate for another user who has granted you this permission

☐ An Administrator (Proxy) for other users

☐ A Travel Arranger for any user (Self-assign)

Q Valdez, Maria I Switch

6. Once the profile has been selected, the screen will convert to **Acting as (NAME)**.

SAP Concur Home

Acting as Valdez, Maria I

TEXAS STATE UNIVERSITY

+ Enter Reservation

00 View Trips

7. Refer to [SAP CONCUR TRAVEL Homepage](#) to continue with booking procedures.

Reminders:

1. If you have lodging expenses, you will need to verify the lodging expenses on the folio before you leave the hotel.
2. Once you return from the trip, you will complete the Expense Report with the company paid charges. An itemized receipt for the transaction will need to be attached.
3. If lodging was in the State of Texas, remember that it is the traveler's responsibility to ensure that the State Occupancy Tax was not reflected on folio. If so, you will need to contact the hotel and request a credit to the credit card billed for this tax (you may need to provide the exemption form again per the hotel's request).
4. Lodging reservations booked in SAP Concur will be included on your Expense Report, claim these charges as **University Paid**.