

### **Concur Job Aid for Travel Estimates**

<u>Please use Concur's Travel module to get estimates for trip costs to use for your Travel</u> <u>Request. Once your trip is fully approved, please return to your approved Request to</u> <u>complete travel booking.</u>

To get to the Concur Travel module, log into <u>Zintellect</u>, select *View Travel* on your participant dashboard, then select *Go to Concur*.

# Dashboard	Opportunity Catalog	⑦ About •		() Help	Welcome 🗸 🗸
My Offers	My Favorites		Click here to access the Travel		★ View Travel
Advanced	Bearings for Oil-Fre	e Compact Turbomachinery	access Concur		ORAU
Offer Accep	ted 11/2/2020 - 11/1/2021 Ant Letter 2 Download Terms	of Aot			~
입 Complet	e Documents				

Participant Travel				Concur Login ID: 000 z@orau.trav	vel Z
Request Report Expense Report Enter Keyword			Click H more inf about	here for formation this trip Previous 1 Next	t
Report Name 🔶	Start Date 🔷	End Date 🔶	Approved Expense	Approved Status	Þ
Dallas, TX 1/25-28/21	1/25/2021 12:00:00 AM	1/28/2021 12:00:00 AM	\$1509.00	Approved	
Testing for	11/7/2021 12:00:00 AM	11/13/2021 12:00:00 AM	\$1972.00	Not Submitted	
Washington DC 1/17/21-1/21/21	1/17/2021 12:00:00 AM	1/21/2021 12:00:00 AM	\$2885.40	Approved	
10 • 1 to 3 of 3				Previous 1 Next	t
					<u>ک</u>



You will automatically be taken to Concur's homepage.

### Click on the <u>**Travel**</u> tab.





Once you have selected the **Travel** tab, this page will appear:

SAP Concur C Requests Travel	Expense Approvals App Center	Profile 👻
Travel Arrangers Trip Library Templates	Tools	
i ×	Travel Alerts	
Simplify your business travel and	As a ORAU employee, you are eligible for a free TripIt Pro subscription. Learn More and Activate     Not right now	
expense reporting. Enroll in My Travel Network.	You haven't signed up to receive e-receipts @ Sign up here	
	Company Notes Upcoming Trips Awaiting Approval Remove Trips	
	Welcome ORAU Travelers and Travel Arrangers to Concur Travel	
	Please complete your Travel Profile before making travel reservations online or with	an agent
Booking for myself   Book for a guest	For Concur Travel Technical and Navigational booking Assistance and Travel Profile Question Please email: concur@tmptravel.com	ns:
X9 😖 🛏 9	For Full Service Reservations, Assistance and	
	Changes with all ticketed Reservations:	
Travel Leaders recommends speaking with an agent	Contact the Travel Leaders Corporate Agent team	
Reservations on Southwest cannot be combined with	Business Hours: Monday - Friday 8:00AM - 6:00PM ET	
other airlines within the same reservation and must be approved/ticketed within the same day or reservations	Telephone: 888-403-1983 - Local: 919-786-0885	
will be cancelled.	Email: orau@ticorporate.com	
For assistance obtaining a passport or visa contact TLC's partner, CIBT, at www.cibtvisas.com/orau or call 855-596-2631 and reference account number 105934 to	After nours chergency service is available using the telephone number above.	
receive special discounts offered exclusively to TLC corporate clients.	Need Passport or Visa Assistance?	
	For assistance obtaining a passport or visa contact TLC's partner, CIBT, at www.cibtvisas.com/orau or call 855-5 reference account number 105934 to receive special discounts offered exclusively to TLC corporate clients.	96-2631 and

If you are interested in signing up for **Tripit Pro** or **e-receipts** sign up under **Travel Alerts**.



Next, select your traveler type. You will select Participant Travel





To look up airfare, rental car or lodging estimates, click on either the plane, car, or bed icon on the left of the screen.



For **Airfare** estimates, follow these steps:

- 1. Choose the airfare icon
- 2. Select Round Trip, One Way or Multi City
- 3. Enter the From location and To location
- 4. Enter Depart and Return information
- 5. Click Search

Round Trip	One	e Way	1	Multi C	ity
From 🕜					
TYS - Knoxville A	Airport - Knox	wille, TN			
	Find a	an airport	Select	multiple	e airports
То 🕜					
Arrival city, airpor	rt or train sta	tion			
	Find a	an airport	Select	multiple	e airports
Depart 🕜					
	depart 🗸	10:00 am		± 4	<b>~</b>
					~
Return 🕜					
	depart 🗸	05:00 pm	~	± 4	~
					~
Pick-up/Drop-o	off car at airp	ort			
Automatically	reserve this o	car			
Find a Hotel					
Specify a carri	er 📀				
Refundable or	nly air fares				
	Sea	rch			



### Once you click Search this page will appear:

Select Flights or Trains       Hild matrix       Print / Email       Image: Select a CarRemove	Trip Summary	MON, MAY 1	/ - FRI, MAY 21			
Based Trip       Norstop       All and Trip       Deta       Deta       Deta         Depart: Mon, 05/17/2021       Norstop       213.04       Deta       Deta       Deta         Select a CarRemove       Norstop       213.04       Deta       Deta       Deta         Pick-up: Mon, 05/17/2021       Norstop       213.04       Deta       Deta       Deta         Select a HotelRemove       Norstop       220.24       309.04       Deta       Deta         Norstop       200.04       3 results	Select Flights or Trains	Hide matrix Print /	/ Email			
Depart Mon, 06/17/2021       Antimes         Return: Fri, 05/21/2021       Mon Preferred         Select a CarRemove       213.04         Pick-up: Mon, 06/17/2021       1 stop         Dip-off: Fri, 05/21/2021       1 stop         Select a Hotel Remove       220.34         Nynts 4       3 results         Check-up: Mon, 06/17/2021       Shop by Schedule         Nynts 4       3 results         Check-up: Mon, 06/17/2021       Use the matrix above to specify airline or number of stops requested. Your search can be modified by PRICE for round trip fare options         Office Aritimes       06/20 a TYS → 07;18a ORD Nonstop       1h 58m         Most Preferred Airline for ORAU   Least Cost Logical Fare       Brow at details ~         American       06:20a TYS → 07;18a ORD Nonstop       1h 42m         American       06:20a TYS → 07;18a ORD Nonstop       1h 42m         American       06:20a TYS → 04:07p ORD + 11:42p TYS       Nonstop         American       06:20a TYS → 04:07p ORD + 1stop CLT       Th 02m         American       06:20a TYS → 07:18a ORD Nonstop       1h 42m         American       06:20a TYS → 07:18a ORD Nonstop       1h 42m         American       06:20a TYS → 07:18a ORD Nonstop       1h 42m         American       06:20a TYS → 07:18a ORD Nonstop <th>Round Trip TYS - ORD</th> <th>All</th> <th>American</th> <th><b>A</b> Delta</th> <th></th> <th>United</th>	Round Trip TYS - ORD	All	American	<b>A</b> Delta		United
Select a CarRemove       Pickup: Mon, 69/17/2021       213.04	Depart: Mon, 05/17/2021 Return: Fri, 05/21/2021	54 results	Most Preferred	Most Preferred		
Pick-up: Mon, 65/17/2021 Drop-off: Fri, 05/21/2021 Select a Hotel <sup>Remove</sup> Nights 4 Cheak-kit: Mon, 05/17/2021 Check-kit: Mon, 05/17/2021 Check-kut: Fri, 05/21/2021 Pitterize 1119 Fight Number Search Q Sorted By: Preference V Displaying: 5d out of 5d results Previous 12 3 4 56 Next   All Previous 12	Select a Car <sup>Remove</sup>	Nonstop 10 results	213.04 2 results	_		213.04 8 results
Select a Hotel Remove       Not Pares       Shop by Sares       Shop by Schedule         National Attinues of the control of the second attinue of the second	Pick-up: Mon, 05/17/2021 Drop-off: Fri, 05/21/2021	1 stop 44 results	220.34 41 results	309.04 3 results		_
Signet a Hotel       Ship by Pares       Ship by Schedue         Nights: 4 Cheage, IL Check-out: Fri, 05/21/2021       Use the matrix above to specify airline or number of stops requested. Your search can be modified by PRICE for round trip fare options or by SCHEDULE for a list of all available flights.         Image Search       Image Search       Image Search       Image Search         Image Search       Image Search       Image Search       Image Search       Image Search         Image Search       Image Search       Image Search       Image Search       Image Search       Image Search<	Remove	Char by Farra	Char by Cabadala			
Princips       Flight Number Search       Q Sorted By: Preference       Displaying: 54 out of 54 results. Previous 1 2 3 4 56 Noxt   All         ange Search       Image Search <t< th=""><th>Chicago, IL Check-in: Mon, 05/17/2021 Check-out: Fri, 05/21/2021</th><th>Use the matrix ab or by SCHEDULE</th><th>oove to specify airline or number of sto for a list of all available flights.</th><th>ps requested. Your search can be m</th><th>odified by PRICE</th><th>for round trip fare options</th></t<>	Chicago, IL Check-in: Mon, 05/17/2021 Check-out: Fri, 05/21/2021	Use the matrix ab or by SCHEDULE	oove to specify airline or number of sto for a list of all available flights.	ps requested. Your search can be m	odified by PRICE	for round trip fare options
nge Search       →         art - Mon, May 17       →         Depart 06:00 A - 01:15 P       →         Arrive 06:52 A - 07:50 P       →         arrive 06:52 A - 07:50 P       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 125 / 0007 operated by PIEDMONT AIRLINES AS       →         Most Preferred Airlines 126 / 0007 operated by PIEDMONT AIRLINES AS AMERICAN EACLE       →         Arrive 0450 P - 1142 P       →       →         e       →       →       →         Arrive 0450 P - 1142 P       ●       →       →         Price \$213.04 - \$382.38       →       →       →         Price \$213.04 - \$382.38       ●       ●       ●         American Airlines 0007 operated by PIEDMONT AIRLINES AS AMERICAN EACLE       →       >         American Airlines 0007 operated by PIEDMONT A						_
Depart 06:00 A - 01:15 P       O9:00p ORD → 11:42p TYS Nonstop       1h 42m       View Fares         Armee 06:52 A - 07:50 P <sup>1</sup> American Arlines 6125 / 8087 operated by PIEDMONT AIRLINES AS       1h 42m       View Fares         urn - Fri, May 21       1       10:05a TYS → 04:07p ORD 1 stop CLT       7h 02m       \$220.34         Depart 01:15 P - 00:00 P       Arrive 04:50 P - 11:42 P       10:05a TYS → 04:07p ORD 1 stop CLT       7h 02m       \$220.34         View Fares       09:00p ORD → 11:42 p TYS       Nonstop       1h 42m       View Fares         arrive 04:50 P - 11:42 P       10:05a TYS → 04:07p ORD 1 stop CLT       7h 02m       \$220.34         View Fares       10:05a TYS → 04:07p ORD 1 stop CLT       7h 02m       \$220.34         View Fares       10:05a TYS → 07:18a ORD Nonstop       1h 42m       View Fares         * American Aritines 0007 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE       Show ail details ∨         Price \$21:304 - \$382.38       Most Preferred Airline for ORAU       Show ail details ∨         Price \$21:304 - \$382.38       06:20a TYS → 07:18a ORD Nonstop       1h 58m       \$221.84         View Fares       06:20a TYS → 07:18a ORD Nonstop       1h 58m       \$221.84         View Fares       13:45p ORD → 111:15p TYS 1 stop PH 16 M 30m       View Fares         * American plays Bettings <td>ниание тор</td> <td>Flight Number S</td> <td>Search Q Sorted By: Prefere</td> <td>nce ~</td> <td></td> <td>Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All</td>	ниание тор	Flight Number S	Search Q Sorted By: Prefere	nce ~		Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All
Arrive 06:52 A - 07:59 P       Most Preferred Airline for ORAU / Least Cost Logical Fare       Show all details          um - Fri, May 21       Image: Control on P       Image: Contron P       Image: Control on P       I	Pinalize inp nge Search	Flight Number S	ican 06:20a TYS → 07:1	nce ~ 8a ORD Nonstop	1h 58m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04
um - Fri, May 21       10:05a TYS → 04:07p ORD 1 stop CLT 7h 02m       \$220.34         Depart 01:15 P - 09:00 P       American Alinines <sup>1,2</sup> 10:05a TYS → 04:07p ORD 1 stop CLT 7h 02m       \$220.34         Arrive 04:50 P - 11:42 P       Price 4:50 P - 11:42 P       Nonstop       1h 42m       Yew Fares         Price \$213.04 - \$382.38       Most Preferred Airlines 100 P opriated by PELDMONT AIRLINES AS AMERICAN EAGLE       Show all details ∨         Price \$213.04 - \$382.38       American Alines 0037 opriated by PELDMONT AIRLINES AS AMERICAN EAGLE       Show all details ∨         Price \$213.04 - \$382.38       O6:20a TYS → 07:18a ORD Nonstop       1h 58m       \$221.84         View Fares       06:20a TYS → 07:18a ORD Nonstop       1h 58m       \$221.84         View Fares       06:20a TYS → 07:18a ORD Nonstop       1h 58m       \$221.84         View Fares       03:45p ORD → 11:15p TYS 1 stop PHL       6h 30m       View Fares	rmanze mp rge Search art - Mon, May 17 Depart 06.00 A - 01:15 P	Flight Number S	Bearch         Q         Sorted By:         Prefere           ican         06:20a TYS → 07:1         09:00p ORD → 11:4 <sup>1</sup> American Artimes 6125 / 6087 or Artimes 6125	Rea ORD Nonstop 2p TYS Nonstop perated by PIEDMONT AIRLINES AS	1h 58m 1h 42m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares
Depend 01:15 P - 00:00 P       Airlines <sup>1,2</sup> 09:00p ORD → 11:42p TYS Nonstop       1h 42m       View Fares         Arrive 04:50 P - 11:42 P       Airlines <sup>1,2</sup> 09:00p ORD → 11:42p TYS Nonstop       1h 42m       View Fares         **       **       **       **       **       **       **       **         Price       \$213.04 - \$392.38       **       Most Preferred Airlines 1007 operated by PEAARLINES AS AMERICAN EAGLE       **       **       **         Price       \$213.04 - \$392.38       **       **       **       **       **       **         Price       \$213.04 - \$392.38       **       *       *       **       *       *       *       **       **       *       *       *       *       *       *       *       *       *       *       *       *       *	Pinanze Trip nge Search art - Mon, May 17 Depart 06:00 A - 01:15 P Arrive 06:52 A - 07:59 P	Flight Number S	Search Q Sorted By: Prefere ican 06:20a TYS $\rightarrow$ 07:1 09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Aithes 6125 / 6087 or AMERICAN EAGLE	Rea ORD Nonstop 2p TYS Nonstop PietoMONT AIRLINES AS Fare	1h 58m 1h 42m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares Show all details v
Arrive 04 50 P - 11.42 P <sup>1</sup> American Alifines 6087 operated by PSAAIRLINES AS AMERICAN EAGLE          Price \$213.04 - \$382.38       Most Preferred Airline for ORAU        Show all details ∨          Price \$213.04 - \$382.38              American             Airlines 1               O6:20a TYS → 07:18a ORD Nonstop             In 58m               \$221.84          play Settings               American             Airlines 51/2 ORD → 11:15p TYS             1 stop PHL             6h 30m               \$221.84	Inge Search         Inge Search           Inge Search	Flight Number S Amer Airline Most Preferre	Bearch Q Sorted By: Prefere ican 06:20a TYS $\rightarrow$ 07:1 09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Arlines 6125/6087 or A Airline for ORAU / Least Cost Logical ican 10:05a TYS $\rightarrow$ 04:0	Received by PIEDMONT AIRLINES AS Fare 7p ORD 1 stop CLT	1h 58m 1h 42m 7h 02m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares Show all details ~ \$220.34
Most Preferred Airline for ORAU     Show all details ∨       Price \$213.04 - \$382.38     American Airlines <sup>1</sup> 06:20a TYS → 07:18a ORD     Nonstop     1h 58m     \$221.84       03:45p ORD → 11:15p TYS     1 stop PHL     6h 30m     View Fares	Pinanze Trip           nge Search           art - Mon, May 17           Depart 06:00 A - 01:15 P           Arrive 08:52 A - 07:59 P           rn - Fri, May 21           Depart 01:15 P - 00:00 P	Flight Number S Amer Airline Most Preferre	Search     Q     Sorted By:     Prefere       ican     06:20a TYS $\rightarrow$ 07:1       09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Aithes 8125 / 6087 or AMERICAN EAGLE       d Airline for ORAU / Least Cost Logical       ican       10:05a TYS $\rightarrow$ 04:0       09:00p ORD $\rightarrow$ 11:4	nce     ✓       8a ORD     Nonstop       2p TYS     Nonstop       2p TYS     Nonstop       Fare     ✓       7p ORD     1 stop CLT       2p TYS     Nonstop	1h 58m 1h 42m 7h 02m 1h 42m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213,04 View Fares Show all details ~ \$220,34 View Fares
Price \$213.04 - \$382.38       American       06:20a TYS $\rightarrow$ 07:18a ORD       Nonstop       1h 58m       \$221.84         play Settings       American Airlines1       06:20a TYS $\rightarrow$ 07:18a ORD       Nonstop       1h 58m       \$221.84         value Settings       View Fares	Imailize Trip           nge Search           nrt - Mon, May 17           Depart 06:00 A - 01:15 P           Arrive 06:52 A - 07:50 P           rn - Fri, May 21           Depart 01:15 P - 09:00 P           Arrive 04:50 P - 11:42 P	Flight Number S Amer Airline Most Preferre	Search     Q     Sorted By:     Prefere       ican     06:20a TYS $\rightarrow$ 07:1       09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Artines 6125 / 6087 or AMERICAN EACLE       d Airline for ORAU / Least Cost Logical       ican       10:05a TYS $\rightarrow$ 04:0       09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Artines 5087 operated 2 American Artines 5087 operated       AcACLE	Ance	1h 58m 1h 42m 7h 02m 1h 42m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares Show all details ~ \$220.34 View Fares
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	Price         \$213.04 - \$382.38	Flight Number S Amer Airline Most Preferre Most Preferre	Rearch       Q       Sorted By:       Prefere         ican       06:20a TYS $\rightarrow$ 07:1         09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Aritines 6125 / 6087 or         Ad Airline for ORAU / Least Cost Logical         ican         10:05a TYS $\rightarrow$ 04:0         09:00p ORD $\rightarrow$ 11:4 <sup>1</sup> American Aritines 5057 operated <sup>2</sup> American Aritines 5057 operated <sup>2</sup> American Aritines 6087 operated <sup>3</sup> American Aritines 6087 operated <sup>4</sup> American Aritines 6087 operated <sup>3</sup> American Aritines 6087 operated <sup>4</sup> American Aritines 6087 operated <td>noce     Image: Comparison of the second secon</td> <td>1h 58m 1h 42m 7h 02m 1h 42m</td> <td>Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares Show all details ~ Show all details ~ Show all details ~</td>	noce     Image: Comparison of the second secon	1h 58m 1h 42m 7h 02m 1h 42m	Displaying: 54 out of 54 results. Previous 1 2 3 4 5 6 Next   All \$213.04 View Fares Show all details ~ Show all details ~ Show all details ~

## Click on View Fares to see more information on the flights. <u>Use this estimate for your travel</u> <u>Request.</u>

American	06:20a TYS → 07:18a ORD	Nonstop 1h 58m	\$213.04
Airlines <sup>1</sup>	09:00p ORD → 11:42p TYS <sup>1</sup> American Airlines 6125 / 6087 operated by PIEDW AMERICAN EAGLE	Nonstop 1h 42m	Hide Fares
Most Preferred Airl	ne for ORAU / Least Cost Logical Fare		Hide all details 🔨
DEPART	X Mon, May 17 - Knoxville, TN to Chicago, I	L	Hide details A
Mon, May 17	06:20a TYS → 07:18a ORD 1h 58n	American Airlines 6125 View seats Embraer RJ145 Operated by PIEDMONT AIRLINES AS AMERI	CAN EAGLE
RETURN	🛠 Fri, May 21 – Chicago, IL to Knoxville, TN		Hide details A
Fri, May 21	09:00p ORD $\rightarrow$ 11:42p TYS 1h 42n	n American Airlines 6087 View seats Embraer RJ145 Operated by PIEDMONT AIRLINES AS AMERI	CAN EAGLE



The Green Check Mark means this flight is within ORAU's Travel Policy. The yellow exclamation mark means this flight triggers an audit rule and manager approval is required.

Free Checked Bags	Refundable		
0	No	\$230.64	
0	Yes Fees may apply	\$383.52	
	Free Checked Bags 0 0	Free Checked Bags     Refundable       0     No       0     Yes Fees may apply	Free Checked Bags     Refundable       0     No     \$230.64       0     Yes Fees may apply     \$383.52

### Click the blue box beside the green arrow and this page will appear:

Trip Summary	Review an	nd Reserve Fligh	t		
Flights Selected	REVIEW FLIC	GHTS			
Round Trip	DEPART	🛪 Mon, May 17 – Knoxville, TN te	Chicago, IL / :	2h 46m layover in Washington, DC	Hide details /
TYS - ORD Depart: Mon, 05/17/2021 Return: Fri, 05/21/2021	Mon, May 17	08:00a TYS $\rightarrow$ 09:29a DCA	1h 29m	American Airlines 5149 Canadair Regional Jet 700 Operated by PSA AIRLINES AS AMERICAN EAGLE	
Finalize Trip		Layover in Washington, DC	2h 46m	Washington D.C. Ronald Reagan National Airport	
		12:15p DCA $\rightarrow$ 01:35p ORD	2h 20m	American Airlines 985 Boeing 737-800	
	RETURN	🛪 Fri, May 21 - Chicago, IL to Kr	ioxville, TN / 2h	n 28m layover in Philadelphia, PA	Hide details
	Fri, May 21	03:45p ORD $\rightarrow$ 06:52p PHL	2h 07m	American Airlines 2608 Airbus Industrie A321	
		Layover in Philadelphia, PA	2h 28m	Philadelphia Intl Airport	
		09:20p PHL $\rightarrow$ 11:15p TYS	1h 55m	American Airlines 6254 Embraer RJ145 Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE	



Flight			Seat
AA 5149	Main Cabin (	S)	Select a seat
AA 985	Main Cabin (	S)	Select a seat
AA 2608	Main Cabin (	G)	Select a seat
AA 6254	Main Cabin (	G)	Select a seat
	FILICE SC		
Description	Fare	Taxes and Fees	Charges
Description Airfare	Fare \$171.39	Taxes and Fees \$59.25	Charges \$230.64
Description Airfare	Fare \$171.39	Taxes and Fees \$59.25 Total Estimated Co Total Due No	Charges \$230.64 >st: \$230.64 >w: \$230.64
Description Airfare	Fare \$171.39	Taxes and Fees \$59.25 Total Estimated Co Total Due No	Charges \$230.64 bst: \$230.64 bw: \$230.64
METHOD PLEASE NOT	Fare \$171.39 OF PAYN E: All airline tick	Taxes and Fees \$59.25 Total Estimated Co Total Due No MENT tets will be charged to	Charges \$230.64 bet: \$230.64 bw: \$230.64 ORAU's central billing account.
Description Airfare METHOD PLEASE NOT This purchase	Fare \$171.39 OF PAYN E: All airline tick will be charged	Taxes and Fees \$59.25 Total Estimated Co Total Due No AENT tets will be charged to I to your company dire	Charges §230.64 pst: \$230.64 pst: \$230.64 ORAU's central billing account.
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### <u>Do Not Reserve Flight and Continue until your trip is fully approved. Click the back button to</u> <u>return to the travel module.</u>

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.



**Reserve Flight and Continue** 

For **Hotel** estimates, follow these steps:

- 1. Click the hotel icon
- 2. Enter the check in and check out dates
- 3. Enter the mileage information
- 4. Click how far you want to stay away from the airport, company location, address or reference point/zip code
- 5. If you choose reference point/zip code, enter that information in the box provided
- 6. Click Search

ORAU
Booking for myself   Book for a guest
Hotel Search
It is important to review your cancellation policy prior to confirming your reservation. Please be aware that choosing "select" for your hotel choice will create a guaranteed reservation with the hotel and be subject to cancellation penalties. You must "submit for purchase" to ensure invoicing is completed.
Check-in Date Check-out Date
Search within 5 miles from
Airport     Address     Company     Beference Point / Zip
Location Code
Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')
Only show results showing:
Search

Once you click Search, this page will appear:

Trip Summary	Hotel Per [	Diem Loca	tions		
Select a Hotel Nights: 4 Chicago O'Hare Intl Airport, Chicago, IL Check-in: Mon, 05/17/2021 Check-out: Fri, 05/21/2021	Search for Locations m Country/Region (Select a C States) United States (US) State/Province @ Illinois (IL) Location Chicago – Cook County	ear: Country/Region to get a list of v	of locations or		
	Lodging Rate \$ 216	Meals Rate \$ 71	Incidentals Rate \$ 5		
	Please choose the per	diem location for your	hotel	Start Over <pre><previous< pre=""> Next &gt;&gt;</previous<></pre>	

Click Next once you have reviewed the Lodging rates for the city and state you entered for lodging.



After you click Next, this page will appear:



GALEWOOD

Oak Park

Review the fares listed to get an idea of what to put on your Travel Request for Lodging.

Proviso

Maywood

390

Carol Stream

Bing Milton

Expy\_W

Lombard

355

Bloomingdale

NORTH TOWN

UPT

FIFTH CITY

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Lin

Chicago

In Park Square

2 km

Ter



Click View Rooms on the hotel of your choice to see the full estimated cost of your stay. Once you click View Rooms this page will appear:

	I rip Summary	REVIEW HOTEL	ROOM		
Ţ	Nights: 4	Kinzie Hotel			- Mar Descrites Deile Continental Delfat
	Chicago, IL, USA	4 Nights   1 Guest*	4 Sq Ft Kg Ba Upscale Am	ienities with Connect Evening	g Mgr Reception Dally Continental Brktst
	Check-in: Mon, 05/17/2021 Check-out: Fri, 05/21/2021	Check-in Monday, May 17, 2021	<b>Check-out</b> Friday, May 21, 2021	Address 20 W Kinzie St	Phone 312-395-9000
				United Otatas	
$\checkmark$	Finalize Trip			United States	
$\checkmark$	Finalize Trip	* We reserve every hotel root check-in.	m for 1 guest only, regardless of	f the number of actual travelers sh	naring the room. The primary traveler's name is attached to the reservation for ho
	Finalize Trip	* We reserve every hotel root check-in.	m for 1 guest only, regardless of	the number of actual travelers sh	naring the room. The primary traveler's name is attached to the reservation for ho
	Finalize Trip	* We reserve every hotel room check-in. PROVIDE HOTE Your preferences and cor	m for 1 guest only, regardless of EL ROOM PREFE mments will be passed to th	the number of actual travelers st RENCES	naring the room. The primary traveler's name is attached to the reservation for ho
	Finalize Trip	* We reserve every hotel root check-in. PROVIDE HOTE Your preferences and cor Comments (30 character max	m for 1 guest only, regardless of EL ROOM PREFE mments will be passed to th )	the number of actual travelers st RENCES he hotel.	naring the room. The primary traveler's name is attached to the reservation for ho
	Finalize Trip	* We reserve every hotel root check-in. PROVIDE HOTE Your preferences and cor Comments (30 character max Ex: Need early check-in (10a	m for 1 guest only, regardless of EL ROOM PREFE mments will be passed to th ) m)	the number of actual travelers st RENCES he hotel.	naring the room. The primary traveler's name is attached to the reservation for ho

# **ORA**I J **REVIEW PRICE SUMMARY**

Description	Nightly rate	Dates	Total
Kinzie Hotel	\$116.35	May 17 - May 19	\$232.70
	\$179.00	May 19 - May 21	\$358.00
		Total Estimated Cos	st: \$590.70

Total Due Now: \$0.00\*\*

\* May not include taxes or additional fees. \*\* Remaining amount due at hotel location.

### SELECT A METHOD OF PAYMENT

PLEASE NOTE: All airline tickets will be charged to ORAU's central billing account.

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined. V (2) Add credit card

\* Indicates credit card is a company card

#### ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 763.69 USD

RATE CHANGES OVER DURATION OF STAY

### Do not Reserve the Hotel until your trip is fully approved. Click the back button to return to the travel module.



For **Rental Car** estimates, follow these steps:

- 1. Click the car icon
- 2. Enter the pick-up and drop-off dates and times
- 3. Choose Airport terminal and enter airport or Off-Airport and enter location
- 4. If you plan to return the vehicle to another location, click Return car to another location
- 5. Enter the return location
- 6. Click Search

ORAL
Booking for myself   Book for a guest
National Emerald Club Members should always book an Intermediate size car. When picking up the car you will be able to choose any car from the Emerald Aisle selections.
Car Search
Pick-up date
12:00 pm 🗸
Drop-off date
12:00 pm 🗸
- Pick up car at
Airport Terminal O Off-Airport
Please enter an airport.
Return car to another location
More Search Options
Search

This page will appear showing rental car options:

Trip Summary	Please Note: The purchase of car rental insurance is not an allowable cost. National/Enterprise rates include CDW and Liability coverage. Please only book an alternate vendor if National and/or Enterprise are not available.							
Select a Car Pick-up: Mon, 05/17/2021 Drop-off: Fri, 05/21/2021	PICK UP: (ORD) ON MON, MAY 17 12:00 PM RETURN: FRI, MAY 21 12:00 PM Hide matrix Print / Email						Show as USD - 🗸	
Finalize Trip	All 14 results	Compact Car	Constant Car	Standard Car	😴 Full-size Car	🦛 Mini Van	Standard SUV	
	Most Preferred	245.29	245.29	261.42	266.80	390.49	390.49	
Car Display Filters	Most Preferred	245.29	245.29	250.66	256.05	374.35	374.35	





### Click on the blue button that shows the cost of the rental vehicle and this page will appear:

	Trip Summary	Review	Review and Reserve Car				
Ø	Car Selected	REVIEW Enterprise	RENTAL C Car Rental	AR Location Details			
	Pick-up: Mon, 05/17/2021 Drop-off: Fri, 05/21/2021	<b>Type</b> Intermediate C Features	ar Airport T	erminal nicago	Drop-off Airport Terminal ORD: Chicago		
	Finalize Trip		12:00 pr	n Mon, 05/17/2021	12:00 pm Fri, 05/21/2021	i	
		Your preferenc Comments (30 ct ICARICAR	Your preferences and comments will be passed to the rental car agency. Comments (30 character max) ICARICAR				
REVIEW PF			SUMMAF	RY			
Descri		Description	Daily Rate	Dates	Total		
		Enterprise Car Rental	\$38.00	May 17 - May 21	\$245.29*		
	Total Estimated Cost: \$245.29						
		Total Due Now: \$0.00**					
		* Rental provider's estimated ** Remaining amount due at	amount. Exact fee rental location.	es unknown. Does not incl	lude additional fees incurred	during time of travel.	

Use the cost shown for the rental car estimate on your travel request.

Back

**Reserve Car and Continue** 

## <u>Do not reserve the car until your trip is fully approved. Click the back button to return to the Travel Module.</u>