



Concur Job Aid for Travel Estimates

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

To get to the Concur Travel module, log into [Zintellect](#), select *View Travel* on your participant dashboard, then select *Go to Concur*.

Dashboard Opportunity Catalog About Help Welcome

My Offers My Favorites

Click here to access the Travel Dashboard and to access Concur

View Travel

Advanced Bearings for Oil-Free Compact Turbomachinery

Offer Accepted

Apt. Dates: 11/2/2020 - 11/1/2021

Download Apt. Letter Download Terms of Apt.

Complete Documents

Participant Travel

Concur Login ID: 000 z@orau.travel

Go to Concur

Request Report Expense Report

Enter Keyword

Click here for more information about this trip

Report Name	Start Date	End Date	Approved Expense	Approved Status	Actions
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

Concur Travel Dashboard



You will automatically be taken to Concur's homepage.

Click on the **Travel** tab.

SAP Concur | Requests | **Travel** | Approvals | App Center | Help

Profile |

ORAU
Hello, Casee

+ New | 00 Required Approvals | 00 Authorization Requests | 00 Available Expenses | 00 Open Reports | 00 Cash Advances

TRIP SEARCH

Select Traveler Type
PARTICIPANT Travel

Booking for myself | Book for a guest

Travel Leaders recommends speaking with an agent directly when planning a complex international itinerary.

Reservations on Southwest cannot be combined with other airlines within the same reservation and must be approved/ticketed within the same day or reservations will be cancelled.

ALERTS

As a ORAU employee, you are eligible for a free **Tript Pro** subscription. [Learn More and Activate](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

Simplify your business travel and expense reporting.
Enroll in My Travel Network.

Enroll

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 receive special discounts offered exclusively to TLC corporate clients.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From
TYS - Knoxville Airport - Knoxville, TN
[Find an airport](#) | [Select multiple airports](#)

To
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

COMPANY NOTES

ORAU/ORISE Travel Information

[Travel Process Steps](#)

1. Request and Receive Authorization To Travel via *Concur Request*
2. Make Reservations (air, car, hotel, etc.) via *Concur Travel*

[Read more](#)

MY TASKS

00 Required Approvals →
Great! You currently have no approvals.

00 Available Expenses →
You currently have no available expenses.

00 Open Reports →
You currently have no open reports.

MY TRIPS (0)

→

You currently have no upcoming trips.



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

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 TripOne WayMulti City

From ?

TYS - Knoxville Airport - Knoxville, TN

Find an airport | Select multiple airports

To ?

Arrival city, airport or train station

Find an airport | Select multiple airports

Depart ?

depart ▼

10:00 am ▼

± 4 ▼

▼

Return ?

depart ▼

05:00 pm ▼

± 4 ▼

▼

☐ Pick-up/Drop-off car at airport

☐ Automatically reserve this car

☐ Find a Hotel

☐ Specify a carrier ?

☐ Refundable only air fares

Search



Once you click Search this page will appear:

Trip Summary

Select Flights or Trains

Round Trip
TYS - ORD
Depart: Mon, 05/17/2021
Return: Fri, 05/21/2021

Select a Car

Pick-up: Mon, 05/17/2021
Drop-off: Fri, 05/21/2021

Select a Hotel

Nights: 4
Chicago, IL
Check-in: Mon, 05/17/2021
Check-out: Fri, 05/21/2021

KNOXVILLE, TN TO CHICAGO, IL
MON, MAY 17 - FRI, MAY 21

Show as USD

Hide matrix

Print / Email

All	American Airlines	Delta	United
54 results	Most Preferred	Most Preferred	
Nonstop 10 results	213.04 2 results	—	213.04 8 results
1 stop 44 results	220.34 41 results	309.04 3 results	—

Shop by Fares

Shop by Schedule

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.

Change Search

Depart - Mon, May 17

Return - Fri, May 21

Price

Display Settings

Flight Number Search

Sorted By: Preference

Displaying: 54 out of 54 results.

American Airlines ¹	06:20a TYS → 07:18a ORD	Nonstop	1h 58m	\$213.04	View Fares
	09:00p ORD → 11:42p TYS	Nonstop	1h 42m		
¹ American Airlines 6125 / 6087 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE					
Most Preferred Airline for ORAU / Least Cost Logical Fare					
American Airlines ^{1,2}	10:05a TYS → 04:07p ORD	1 stop CLT	7h 02m	\$220.34	View Fares
	09:00p ORD → 11:42p TYS	Nonstop	1h 42m		
¹ American Airlines 5567 operated by PSA AIRLINES AS AMERICAN EAGLE ² American Airlines 6087 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE					
Most Preferred Airline for ORAU					
American Airlines ¹	06:20a TYS → 07:18a ORD	Nonstop	1h 58m	\$221.84	View Fares
	03:45p ORD → 11:15p TYS	1 stop PHL	6h 30m		
¹ American Airlines 6125 / 6254 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE					

Click on View Fares to see more information on the flights. Use this estimate for your travel Request.

American Airlines¹

06:20a TYS → 07:18a ORD

Nonstop

1h 58m

\$213.04

Hide Fares

09:00p ORD → 11:42p TYS

Nonstop

1h 42m

¹ American Airlines 6125 / 6087 operated by PIEDMONT AIRLINES AS AMERICAN EAGLE

Most Preferred Airline for ORAU / Least Cost Logical Fare

Hide all details

DEPART

Mon, May 17 — Knoxville, TN to Chicago, IL

Hide details

Mon, May 17

06:20a TYS → 07:18a ORD

1h 58m

American Airlines 6125 View seats

Embraer RJ145

Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE

RETURN

Fri, May 21 — Chicago, IL to Knoxville, TN

Hide details

Fri, May 21

09:00p ORD → 11:42p TYS

1h 42m

American Airlines 6087 View seats

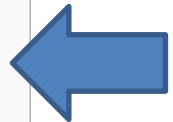
Embraer RJ145

Operated by PIEDMONT AIRLINES AS AMERICAN 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.

Fare Options	Free Checked Bags	Refundable		
Main Cabin (S, S, G, G) Rules Benefits/Services	0	No	✓	\$230.64
Main Cabin Flexible (V) Rules Benefits/Services	0	Yes Fees may apply	⚠	\$383.52
View more fares				
Apollo				



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

Trip Summary

✈️

Flights Selected

Round Trip
TYS - ORD
Depart: Mon, 05/17/2021
Return: Fri, 05/21/2021

✓

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

✕ Mon, May 17 – Knoxville, TN to Chicago, IL / 2h 46m layover in Washington, DC

Hide details ^

Mon, May 17

08:00a TYS → 09:29a DCA

1h 29m

American Airlines 5149
Canadair Regional Jet 700
Operated by PSA AIRLINES AS AMERICAN EAGLE

Layover in Washington, DC

2h 46m

Washington D.C. Ronald Reagan National Airport

12:15p DCA → 01:35p ORD

2h 20m

American Airlines 985
Boeing 737-800

RETURN

✕ Fri, May 21 – Chicago, IL to Knoxville, TN / 2h 28m layover in Philadelphia, PA

Hide details ^

Fri, May 21

03:45p ORD → 06:52p PHL

2h 07m

American Airlines 2608
Airbus Industrie A321

Layover in Philadelphia, PA

2h 28m

Philadelphia Intl Airport

09:20p PHL → 11:15p TYS

1h 55m

American Airlines 6254
Embraer RJ145
Operated by PIEDMONT AIRLINES AS AMERICAN EAGLE



SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

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

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$171.39	\$59.25	\$230.64
		Total Estimated Cost: \$230.64	Total Due Now: \$230.64

METHOD OF PAYMENT

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

This purchase will be charged to your company directly.

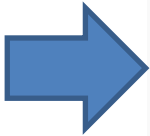


This is a Non-Refundable Ticket

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.

Do Not Reserve Flight and Continue until your trip is fully approved. Click the back button to return to the travel module.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).



[Back](#)

[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



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 miles from

☐ Airport ☐ Address

☐ Company Location ☒ Reference Point / Zip 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

Select a Hotel

Nights: 4
Chicago O'Hare Intl Airport, Chicago, IL
Check-in: Mon, 05/17/2021
Check-out: Fri, 05/21/2021

Finalize Trip

Hotel Per Diem Locations

Search for Locations near:

Country/Region (Select a Country/Region to get a list of locations or States)

State/Province

Location

Lodging Rate	Meals Rate	Incidentals Rate
\$ 216	\$ 71	\$ 5

Please choose the per diem location for your hotel

[Start Over](#) [<< Previous](#) [Next >>](#)

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:

Reminder: If GSA rate at hotel is available, you must give justification as to why that rate was not chosen, or if another hotel was chosen at a higher rate. 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.

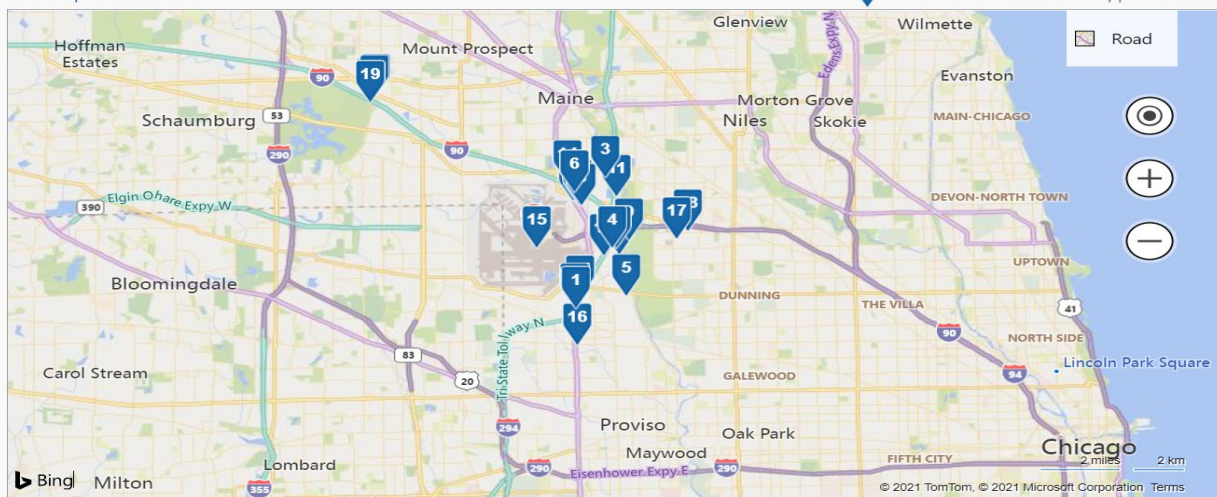
ORAU Negotiated Rates may not be available for every date requested.

CHECK-IN MON, MAY 17 - CHECK-OUT FRI, MAY 21

Show as USD ▼

[Hide Map](#) [Print / Email](#)

 FedRooms Hotel / FEMA-Approved Hotel



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



Logging Per Diem limit for Chicago -- Cook County: \$210.00

☐ Breakfast (42)

☐ Broadband Internet (97)

☐ Business center (85)

☐ Convention center (0)

☐ Dry cleaning (87)

☐ Fitness center (90)

☐ Pets (0)


Amenities may change over time and without notice. Not all accommodations have provided their amenities list.

Name Search

Sorted By: Preference

Displaying: 100 out of 100 results.

Previous 1 2 3 4 Next | All



1. Club Quarters Hotel, Wacker at Michigan


75 East Wacker Drive, Chicago, IL 60601 [Map it](#)

0.69 miles ★★★★☆

\$104

View Rooms

FedRooms Hotel [Hotel details](#)



2. Holiday Inn Chicago-Downtown


506 W Harrison St, Chicago, IL 60607 [Map it](#)

0.58 miles ★★★★☆

\$109

View Rooms

FedRooms Hotel [Hotel details](#)



3. Best Western Grant Park Hotel

1100 S Michigan Ave, Chicago, IL 60605-2301 [Map it](#)

0.68 miles ★★★★☆


\$110

View Rooms

FedRooms Hotel [Hotel details](#)


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:

Trip Summary



Hotel Selected

Nights: 4
Chicago, IL, USA
Check-in: Mon, 05/17/2021
Check-out: Fri, 05/21/2021



Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

Kinzie Hotel

Best Rate Guaranteed 324 Sq Ft Kg Bd Upscale Amenities Wifi Connect Evening Mgr Reception Daily Continental Brkfst
4 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, May 17, 2021	Friday, May 21, 2021	20 W Kinzie St Chicago, Illinois 60654 United States	312-395-9000

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

☐ Request foam pillows

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

10 | Page

January 2022



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 Cost: \$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.  [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.

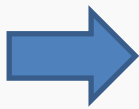
The hotel provided the following information:

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.

☐ I agree to the hotel's rate rules, restrictions, and cancellation policy.



Back

Reserve Hotel and Continue

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



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 ☐ 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

Select a Car
Pick-up: Mon, 05/17/2021
Drop-off: Fri, 05/21/2021

Finalize Trip

[Change Car Search](#) ▾

[Car Display Filters](#) ▲

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.

PICK UP: (ORD) ON MON, MAY 17 12:00 PM
RETURN: FRI, MAY 21 12:00 PM



Show as ▾

[Hide matrix](#) [Print / Email](#)

All 14 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Standard SUV
enterprise Most Preferred	245.29	245.29	261.42	266.80	390.49	390.49
National Most Preferred	245.29	245.29	250.66	256.05	374.35	374.35





Displaying: 2 out of 14 results. ?

**Intermediate Car - \$38.00 per day (Apollo)**
Automatic transmission
Unlimited miles, Pick-up: Terminal: ORD
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost*
\$245.29

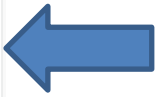
Most Preferred Car Vendor for ORAU / E-Receipt Enabled ?[Location details](#)

**Intermediate Car - \$38.00 per day (Apollo)**
Automatic transmission
Unlimited miles, Pick-up: Terminal: ORD
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost*
\$245.29


Most Preferred Car Vendor for ORAU / E-Receipt Enabled ?[Location details](#)


Displaying: 2 out of 14 results. ?



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

Trip Summary

**Car Selected**
Pick-up: Mon, 05/17/2021
Drop-off: Fri, 05/21/2021

**Finalize Trip**

Review and Reserve Car
REVIEW RENTAL CAR
Enterprise Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Intermediate Car	Airport Terminal	Airport Terminal
Features	ORD: Chicago	ORD: Chicago
	12:00 pm Mon, 05/17/2021	12:00 pm Fri, 05/21/2021

PROVIDE RENTAL CAR PREFERENCES


Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

REVIEW PRICE SUMMARY

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 amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.



[Back](#)[Reserve Car and Continue](#)

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

Do not reserve the car until your trip is fully approved. Click the back button to return to the Travel Module.