

If you are traveling on Howard Business, it is mandatory that you utilize Christopherson Business Travel (CBT) to reserve Airfare, Hotel, Car Rental, Train and Charter/Car Service expenses. Any exception must be approved in advance by the HU Travel Team.

*A Spend Authorization must be entered and approved in Workday prior to booking travel.* Once the Spend Authorization has been approved, HU Travel will send you the approval email (PDF) which will be used by the CBT Travel Agent to book travel or by worker to book travel online via CBT.

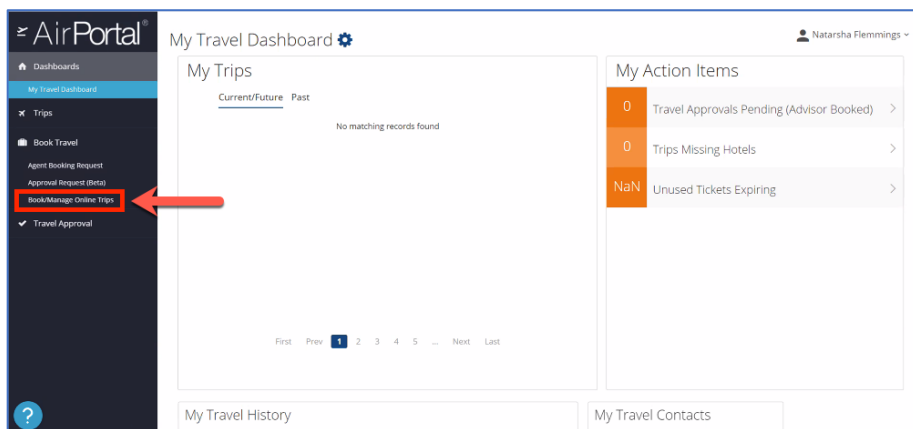
*Do not proceed with this process if you have not received an approval email from HU Travel.*

*This process should only be used for booking individual travel. All group travel must be completed via a CBT Travel Agent.*

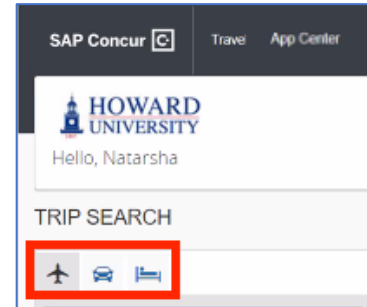
## CREATE ONLINE BOOKING

From your Workday Home Page:

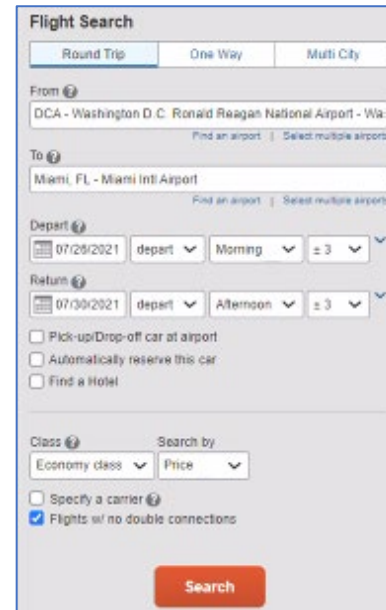
1. Click the Expenses icon
2. Click CBT AirPortal (Online Travel Booking)
3. From the **AirPortal** homepage, go to the toolbar on the left side and click **Book/Manage Online Trips** option



4. Under the **TRIP SEARCH** area, select the type of travel by selecting the appropriate icon



5. Enter your Flight, Car Rental or Hotel information
6. Click **Search**





7. On the next screen, choose the **Type of Travel** for the reservation from the drop-down
8. Enter the following information:
  - a. Additional Cost Center. Always enter Cost Center listed on the Spend Authorization Line.
  - b. Spend Authorization ID
  - c. Function
  - d. Fund
  - e. Gift, Grant, or Project Number as applicable

**Welcome to Concur!**

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.

Thank you.

Choose the "Type of Travel" for this reservation. [Required]

Gift/Project Related

Please enter the "Spend Authorization ID" (Ex. SA338655) Add "SA" before 5 digit number. [Required]

SA000010

Additional Cost Center traveling for - (if applicable) Not required

CC3804 Office of the Provost - Provost Reserve Int'l

Please enter the "Fund Number" for this reservation [Required]

FD292 Pledges Receivable - Permanently Restricted

Please enter the "Gift/Project Number" for this reservation [Required]

R10053 Patricia R. Harris

9. Click **Next**

10. On the next screen, scroll through the booking options and select by clicking the **View Fares** button
11. Click the pricing option

Shop by Fares | Shop by Schedule

Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in real-time order.

Flight Number Search: [Search] Sorted By: Price - Low to High

Displaying 120 out of 120 results. Previous | Page: 1 of 12 | Next | All

American Airlines	06:00a DCA → 08:31a MIA	Nonstop	2h 31m	\$167.61
	03:30p MIA → 12:40a DCA	1 stop DFW	9h 10m	Hide Fares

DEPART: Mon, Sep 13 - Washington, DC to Miami, FL

RETURN: Fri, Sep 17 - Miami, FL to Washington, DC / 3h 13m layover in Dallas, TX

Fare Options	Free Checked Bags	Refundable		
Main Cabin (Q) Rules: Benefits/Services	0	No	✓	\$167.61
Main Cabin (Q, G, G) Rules: Benefits/Services	0	No	✓	\$240.22

12. Once the fare is selected, review the fare information on the next screen
13. Scroll to select the **Reserve and Continue** button.

**SELECT SEATS**

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

Flight	Seat
AA 1178 Main Cabin (Q)	View seat map
AA 1248 Main Cabin (Q)	View seat map
AA 2222 Main Cabin (Q)	View seat map

**REVIEW PRICE SUMMARY**

Description	Fare	Taxes and Fees	Charges
Airfare	\$120.94	\$46.67	\$167.61
<b>Total Estimated Cost: \$167.61</b>		<b>Total Due Now: \$167.61</b>	

**METHOD OF PAYMENT**

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.

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

Back | Reserve Flight and Continue

14. Add to your itinerary (Flight, Car Rental or Hotel) as needed. Repeat steps 10 – 13 as needed

**Trip Summary**

Finalize Trip  
Review Travel Details  
Enter Trip Information  
Submit Trip Confirmation

**Travel Details**

**Important:** If you are making a NEW reservation or CHANGING an existing one, be sure to complete your booking by following the instructions found at the bottom of the page. The reservation is not fully completed until you see "FINISHED" at the top of the page

**TRIP OVERVIEW**

I want to...  
[Print Itinerary](#)  
[Email Itinerary](#)

**Trip Name:** Trip from Baltimore to Miami (USA)  
**Start Date:** November 01, 2021  
**End Date:** November 04, 2021  
**Created:** June 28, 2021, Natarsha Flemmings (Modified: June 28, 2021)  
**Description:** (No Description Available) (Edit)  
**Choose the "Type of Travel" for this reservation:** Gift/Project Related  
**Please enter the "Gift/Project Number" for this reservation:** R100653 Patricia R. Harris  
**Please enter the "Spand Authorization ID" (Ex. SA336655) Add "SA" before 9 digit number: SA000010**  
**Additional Cost Center traveling for - (if applicable) Not required:** CC3804 Office of the Provost - Provost Reserve Initiative Fund  
**Please enter the "Fund Number" for this reservation:** FD203 Gifts - Unrestricted  
**Agency Record Locator:** 4C73A8  
**Passengers:** Natarsha Elaine Flemmings  
**Total Estimated Cost:** \$197.60 USD (Details)

**Add to your itinerary**  
 Car  
 Hotel

Booked outside Concur? Enter your trip manually, contact with Travel, or send your itinerary to plans@concur.com

**This trip requires approval.**  
The deadline for approval is: 06/29/2021 10:30 PM Eastern

15. Review travel booking reservation; Click **Next** at the bottom of the screen until you can see **Confirm Booking**

16. Select **Confirm Booking**

**American Airlines 1794**

**Departure: 01:35 PM**  
Miami Intl Airport (MIA)  
Duration: 2 hours, 27 minutes  
Nonstop

**Confirmation: XEQYBZ**  
Status: Confirmed

**Seat: 32F**

**Arrival: 04:02 PM**  
Baltimore Washington Intl Airport (BWI)

**Additional Details**  
Aircraft: Boeing 737-800  
E-Ticket  
Cabin: MAIN CABIN (Q)  
Distance: 947 miles  
Meal: Refreshment

**TOTAL ESTIMATED COST**

Air	Airfare quoted amount:	\$148.84 USD	<a href="#">View Fare Rules</a>
	Taxes and fees:	\$48.76 USD	
	<b>Total Estimated Cost:</b>	<b>\$197.60 USD</b>	

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Almost done... Please confirm this itinerary.

[Display Trip](#) [Previous](#) **Confirm Booking** [Cancel Trip](#)