

Online Booking Tool – Booking Travel for Myself

Step	Task
1.	Log into Concur from the Pathgroup Travel Portal – https://pathgroup-ctp.com/
2.	Select the Travel tab at the top of the page.
3.	Select a Rule Class – Business Travel or Personal Travel
4.	In the Flight Search section, select one of the following options: Round Trip, One Way or Multi-Segment
5.	Enter your departure airport in the ' From ' section, and your arrival airport in the ' To ' section.
6.	Enter your Departure and Return dates and select your preferred depart/arrive times. Note: Your search is preset to show all flights within +/- 2 hours of your preferred depart/arrive time. You can increase your search results to pull options from a larger time window. The max is +/- 12 hours.
7.	Specify whether you want to Pick-up/Drop-off car at airport or Find a Hotel . Note: For hotels you can find a location near the airport, an address, a specific company, or reference point/zip code.
8.	Select Search.
9.	Review the Matrix. You can filter your search by airline, number of stops, or both.
10.	View your flight options by Fares or by Schedule .
11.	Select your Outbound Flight, Return Flight, and Fare preference .
12.	If you choose a flight that is out of policy, complete the Travel Policy Violation pop-up.
13.	Confirm your ' Traveler Information ' is correct and select a Method of Payment .
14.	Verify and accept Fare Rules and Restrictions and select Reserve Flight and Continue .
15.	Using the Matrix Tool, select the car company and vehicle type that you want to rent. Note: PathGroup's preferred rental companies are National and Enterprise.
16.	Select your car by clicking on the price associated with your preferred car.
17.	Confirm your ' Traveler Information ' is correct and select Reserve Car and Continue .
18.	Locate your preferred hotel, select View Rooms , and click the price associated with your preferred room.
19.	Review the ' Rate Details and Cancellation Policy ' section. Check the box next to ' I agree to the above rate rules, restrictions, and cancellation policy. '
20.	Select Reserve Hotel and Continue .
21.	Review the Travel Details and select Next .
22.	Trip Booking Information – Name your trip for your Trip Library. If there is an unused ticket to apply select yes, if not, select no. Select Next .
23.	Trip Confirmation - You must select Purchase Ticket to book your Air, Car, Hotel Reservation
24.	Finished - You now have your Agency Record Locator. Your Itinerary will be emailed to you. Once it has been ticketed you will receive a second email confirming your ticketed reservation. Select Return to Travel Center – Your Trip is now in your Trip Library.