- Log on to the Concur site using this link https://www.concursolutions.com/default.asp
- Your username is your SfN email and your password is ‘welcome’
- You will be prompted to change your password and log in using your new credentials
- Once logged in go to ‘profile’ in the top right corner and in the dropdown select ‘profile settings’
- Click on ‘personal information’ in the left hand navigation bar and complete the required fields

- NOTE: You cannot book any travel without first completing your personal profile. Your first middle and last name must be identical to what is on your photo ID you will be presenting at the airport
- Please be sure to verify your email so that you can receive updates on your travel booking
You are now ready to book
Go to your home page using the SAP Concur icon on the top left of your screen
Search for flights using 'Trip Search'

Select the desired flight itinerary and follow the steps to book
Before you book, please be mindful of the Benefits/Services included in various types of tickets. For instance, some tickets offer first checked bag free or no fees for changing/canceling your travel. To view included Benefits/Services:
• After you book travel, you should receive 2 emails.
  o The first is a Trip Overview from TravelWizard@concursolutions.com. It will look like the screenshot below.

Concur Itinerary 10/17/2019: TRIP FROM WASHINGTON TO CHICAGO (###)

Flight to Chicago
American Airlines 270
Confirmation Code: ###
2 hrs 17 min

Departs: Chicago (ORD), Wed, Oct 23 12:03 PM

Trip Overview

o The second email is your confirmed travel invoice which includes your Ticketed Itinerary as a PDF. It will be from travelsupport@ganttravel.com and include a payment confirmation “Form of Payment: V###0931” <- this is the SfN payment account information. PLEASE FORWARD THIS SECOND EMAIL TO NSP@SFN.ORG WHEN YOU RECEIVE IT. Example of second email on next page.
Thursday, 17 Oct, 2019: Ticketed itinerary for STEPHANIE NICOLE to Chicago, IL

Gant Travel Management <travelsupport@ganttravel.com>
To Stephanie Yose: STEPHANIE.NICOLE@GMAIL.COM

You forwarded this message on 8/7/2019 2:02 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Invoice - Itinerary Communication Attachment - 113 KB

Flight to Chicago
American Airlines
Confirmation Code: 2 hrs 17 min

Departs: Washington (DCA), Thu, Oct 17 12:00 PM
Arrives: Chicago (ORD), Thu, Oct 17 1:17 PM

Departs: Chicago (ORD), Wed, Oct 23 12:03 PM

FINAL TICKETED ITINERARY
This is your final confirmation for your Ticketed itinerary

• If you do not receive either of these emails, please log back into the Concur and ensure that you clicked through all the pages to confirm your travel.