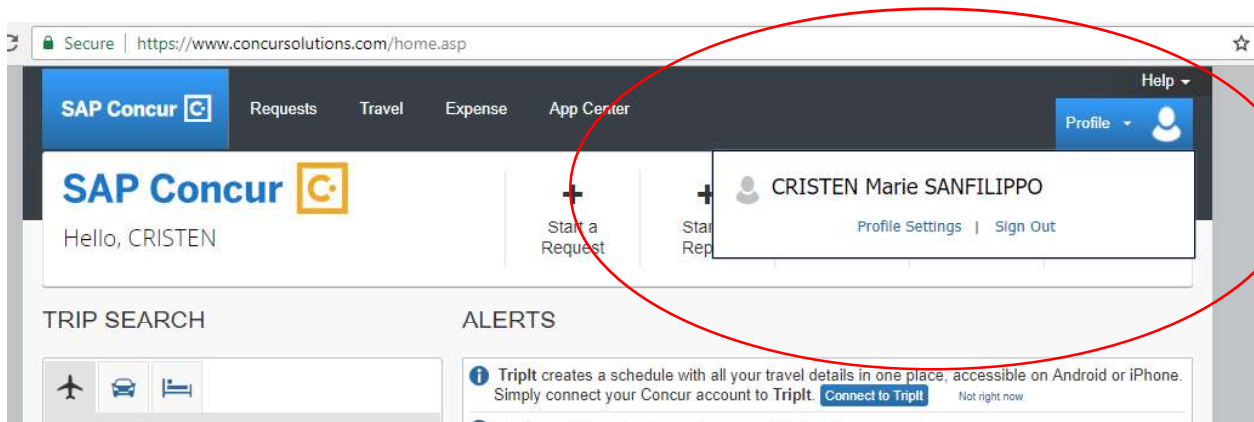
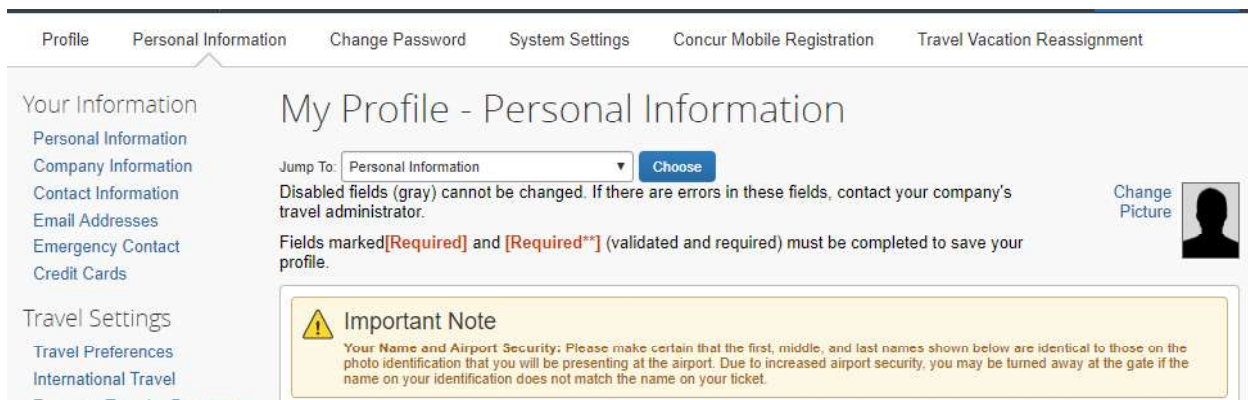


- Log on to the Concur site using this link <https://www.concursolutions.com/default.asp>
- Your username is your SfN email and your password is 'welcome'
- You will be prompted to change your password and log in using your new credentials
- Once logged in go to 'profile' in the top right corner and 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**

[Save](#)

### Email Addresses Go to top

Please add at least one email address.

- [How do I add an email address?](#)
- [Travel Arrangers / Delegates](#)
- [Why should I verify my email address?](#)
- [How do I verify my email address?](#)

[+ Add an email address](#)


Email Address	Verify	Contact?	Actions
Email 1: csanfilippo@stn.org	Verified	Yes	<a href="#">Disable Verification</a>


### Emergency Contact Go to top

Name

Relationship

- 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'

**SAP Concur**  Requests Travel Expense App Center Help

Hello, CRISTEN Profile 

[+ Start a Request](#)




[+ Start a Report](#)

[+ Upload Receipts](#)

01 Authorization Requests


00 Available Expenses


### TRIP SEARCH

**Flight Search**

[Round Trip](#) [One Way](#) [Multi City](#)



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

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

[Search](#)

[Show More](#)

### ALERTS

-  Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now
-  You haven't signed up to receive receipts. [Sign up here](#)

### COMPANY NOTES

Concur Training Toolkit

This link will provide information to utilize the Concur Expense System.

[Welcome to Concur –Society for Neuroscience's Online Travel and Expense Tool](#)

[Supported by Gant Travel Management](#)

[Read more](#)

- 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:

Travel Arrangers Trip Library Templates Tools

WASHINGTON, DC TO CHICAGO, IL  
THU, OCT 17 - THU, OCT 24

Show as USD ▼

**Trip Summary**

Select Flights or Trains

Round Trip  
DCA - ORD  
Depart: Thu, 10/17/2019  
Return: Thu, 10/24/2019

Finalize Trip

Change Search

Depart - Thu, Oct 17

Depart 05:00 A - 01:00 P

Arrive 07:01 A - 07:08 P

Return - Thu, Oct 24

Depart 11:00 A - 08:55 P

Arrive 02:00 P - 11:58 P

Price

Price \$230.36 - \$522.95

Display Settings

☐ Hide Non-refundable Fares

☐ Hide Propeller Planes

Hide matrix Print / Email

All	United	American Airlines	Delta	jetBlue
284 results				
Nonstop 115 results	230.36 80 results	236.60 36 results	—	—
1 stop 168 results	—	243.80 130 results	254.00 30 results	373.03 8 results

Shop by Fares Shop by Schedule

Flight Number Search Q Sorted By: Price - Low to High

Displaying: 284 out of 284 results.  
Previous | Page: 1 of 29 | Next | All

United<sup>1</sup> 05:45a DCA → 07:01a ORD Nonstop 2h 16m \$230.36

08:55p ORD → 11:58p DCA Nonstop 2h 03m View Fares

<sup>1</sup> United 3635 operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

Least Cost Logical Fare Show all details ▼

United<sup>1</sup> 05:45a DCA → 07:01a ORD Nonstop 2h 16m \$230.36

03:00p ORD → 05:59p DCA Nonstop 1h 59m View Fares

<sup>1</sup> United 3635 operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

Least Cost Logical Fare Show all details ▼

05:45a DCA → 07:01a ORD Nonstop 2h 16m \$230.36

Change Search

Depart - Thu, Oct 17

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Arrive 07:01 A - 07:08 P

Return - Thu, Oct 24

Depart 11:00 A - 08:55 P

Arrive 02:00 P - 11:58 P

Price

Price \$230.36 - \$522.95

Display Settings

☐ Hide Non-refundable Fares

☐ Hide Propeller Planes

☐ Depart/Return Same Airport Only

Airport Filters

Depart

Departure

☒ DCA - Washington, DC (\$230.36)

Arrival

☒ ORD - Chicago, IL (\$230.36)

Return

Departure

☒ ORD - Chicago, IL (\$230.36)

Arrival

☒ DCA - Washington, DC (\$230.36)

Connecting Airport Filters

Shop by Fares Shop by Schedule

Flight Number Search Q Sorted By: Price - Low to High

Displaying: 284 out of 284 results.  
Previous | Page: 1 of 29 | Next | All

United<sup>1</sup> 05:45a DCA → 07:01a ORD Nonstop 2h 16m \$230.36

08:55p ORD → 11:58p DCA Nonstop 2h 03m Hide Fares

<sup>1</sup> United 3635 operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

Least Cost Logical Fare Hide all details ▲

DEPART ✕ Thu, Oct 17 - Washington, DC to Chicago, IL Hide details ▲

Thu, Oct 17 05:45a DCA → 07:01a ORD 2h 16m United 3635 View seats

ETW  
Operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

RETURN ✕ Thu, Oct 24 - Chicago, IL to Washington, DC Hide details ▲

Thu, Oct 24 08:55p ORD → 11:58p DCA 2h 03m United 1278 View seats

Airbus Industrie A319

Fare Options

	Free Checked Bags	Refundable		
Basic Economy or Econ1stBag ChargeNoChange (N)	0	No	<input checked="" type="checkbox"/>	\$230.36
Economy (L)	0	No	<input checked="" type="checkbox"/>	\$298.25

View more fares

Apollo

United<sup>1</sup> 05:45a DCA → 07:01a ORD Nonstop 2h 16m \$230.36

03:00p ORD → 05:59p DCA Nonstop 1h 59m View Fares

Change Search

Depart - Thu, Oct 17

Depart 05:00 A - 01:00 P

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☐ Hide Non-refundable Fares

☐ Hide Propeller Planes

☐ Depart/Return Same Airport Only

Airport Filters

Depart

Departure

☒ DCA - Washington, DC (\$230.36)

Arrival

☒ ORD - Chicago, IL (\$230.36)

Return

Departure

☒ ORD - Chicago, IL (\$230.36)

Arrival

Shop

Flight

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View more fares

Apollo

Basic Economy or Econ1stBagChargeNoChange x

USD 230.36

More Details

Basic Economy or Econ 1st Bag Charge No Change

INCLUDED

Mileage Accrual

Personal Item

Premium Qualifying Credit (destinations outside of US only)

Carry On Baggage (destinations outside of US only)

Pre Reserved Seat Assignment (destinations outside of US only)

AT CHARGE

Gate Check Handling Charge (destinations within US only)

Checked Bag First (destinations outside of US only)

Second Bag (destinations outside of US only)

Priority Boarding (destinations outside of US only)

NOT OFFERED

Refundable Ticket

Changeable Ticket

Upgrade Eligibility

Premium Qualifying Credit (destinations within US only)

Economy Plus (destinations within US only)

Carry On Up To 45 Linear In/114 Linear Cm (destinations within US only)

Pre Reserved Seat Assignment (destinations within US only)

Priority Boarding (destinations within US only)

Rules for seats and boarding may differ by operating airline; please confirm with the airline that operates your flight.

Close

RESS

3635 View

d by REPUB

1276 View

ndustrie A319

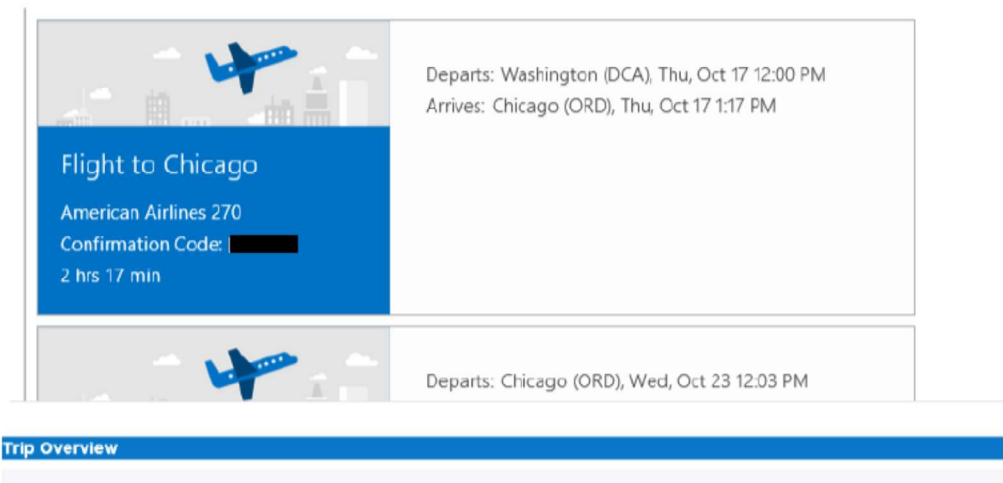
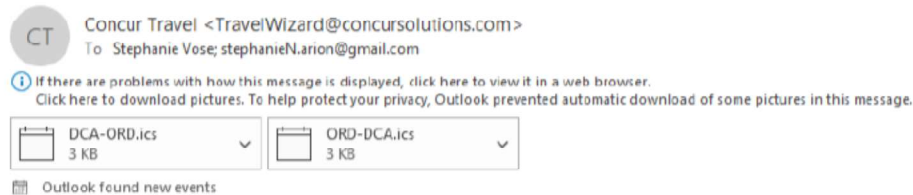
refundable

No

No

- After you book travel, you should receive 2 emails.
  - The first is a **Trip Overview** from [TravelWizard@concursolutions.com](mailto:TravelWizard@concursolutions.com). It will look like the screenshot below.

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



- The second email is your confirmed travel invoice which includes your **Ticketed Itinerary** as a PDF. It will be from [travelsupport@gantttravel.com](mailto:travelsupport@gantttravel.com) and include a payment confirmation **"Form of Payment: VI\*\*\*\*\*0931"** <- this is the SfN payment account information. **PLEASE FORWARD THIS SECOND EMAIL TO [NSP@SFN.ORG](mailto:NSP@SFN.ORG) WHEN YOU RECEIVE IT.** Example of second email on next page.



Thursday, 17Oct, 2019: Ticketed itinerary for STEPHANIE NICOLE [REDACTED] to Chicago, IL



Gant Travel Management <travelsupport@ganttravel.com>  
To: Stephanie Vose; STEPHANIE.NARION@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 - [REDACTED] - October 17 2019 [REDACTED] 113 KB



Outlook found new events:

 <p>Flight to Chicago</p> <p>American Airlines [REDACTED]</p> <p>Confirmation Code: [REDACTED]</p> <p>2 hrs 17 min</p>	<p>Departs: Washington (DCA), Thu, Oct 17 12:00 PM</p> <p>Arrives: Chicago (ORD), Thu, Oct 17 1:17 PM</p>
	<p>Departs: Chicago (ORD), Wed, Oct 23 12:03 PM</p>



**Gant Travel Management**  
400 West 7th Street, Suite 233  
Bloomington, IN 47404  
Phone: (224) 205-4713 Fax: (630) 227-3875  
Toll Free: (877) 924-0303  
After Hours: (224) 205-4713

## FINAL TICKETED ITINERARY

**This is your final confirmation for your Ticketed itinerary**

innet 07 2019

- 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.**