


# Finding and Booking Flights


On the [Travel website](#), click Book Travel Online to be directed to our flight finding and booking system, Concur.

## Travel


**Fiscal Year 2022 Travel Guidelines issued June 7, 2021.**




Plan Business Travel



Access Workday



Book Travel Online



Contact a Travel Agent

## TRIP SEARCH

Booking for myself | [Book for a guest](#)



This online booking site is intended for **university business use only**.

You will be required to provide an approved **SA#** at time of purchase.

### Mixed Flight/Train 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](#)

In Concur, you will see the Trip Search box on the left hand side. In this, you will add in the information on where you are going to/from and the dates. Make sure you have the specific airports in the city you want selected.

You can check the **Specify a carrier** box and search for the airline here to filter your search if you prefer one over others.

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### Mixed Flight/Train Search

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

From ?

CMH - John Glenn Columbus Intl Airport - Columbus, OH

[Find an airport](#) | [Select multiple airports](#)

To ?

Denver, CO - Denver Intl Airport

[Find an airport](#) | [Select multiple airports](#)

Depart ?

02/10/2022 | depart | Morning | ± 8

Return ?

02/16/2022 | depart | Afternoon | ± 8

Pick-up/Drop-off car at airport

Find a Hotel

Class ?

Economy class | Search by | Price

Specify a carrier ?

United

Flights w/ no double connections

[Search](#)

It may initially say no flights are available as the system runs the search. Give it some time and then it will show a flights you can scroll through. You can also add more filters on the left-hand side.

**Change Search** ▼

**Depart - Thu, Feb 10** ▲

Depart 05:40 A - 04:45 P

Arrive 08:40 A - 11:26 P

**Return - Wed, Feb 16** ▲

Depart 07:00 A - 08:39 P

Arrive 02:36 P - 05:25 A

**Price** ▲

Price \$209.67 - \$853.66

**Display Settings** ▲

Display Settings

Hide flights without refundable fares

Hide Propeller Planes

167 results	40 results	68 results	35 results	21 results	3 results
2 stops 29 results	—	227.68 29 results	—	—	—

Shop by Fares Shop by Schedule

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

Displaying: 44 out of 202 results. ?

Previous 1 2 3 4 5 Next | All

04:45p CMH → 06:09p DEN    Nonstop    3h 24m    \$209.67

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05:30p DEN → 10:13p CMH    Nonstop    2h 43m    [View Fares](#)

**Preferred Airline** for The Ohio State University Show all details ▼

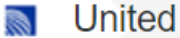
04:45p CMH → 06:09p DEN    Nonstop    3h 24m    \$209.67

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10:05a DEN → 02:52p CMH    Nonstop    2h 47m    [View Fares](#)

**Preferred Airline** for The Ohio State University Show all details ▼

Selecting the View Fares button will expand the choice to show all costs for flights during that time.



04:45p CMH → 06:09p DEN Nonstop 3h 24m **\$209.67**

05:30p DEN → 10:13p CMH Nonstop 2h 43m **Hide Fares**

**Preferred Airline** for The Ohio State University [Hide all details ^](#)

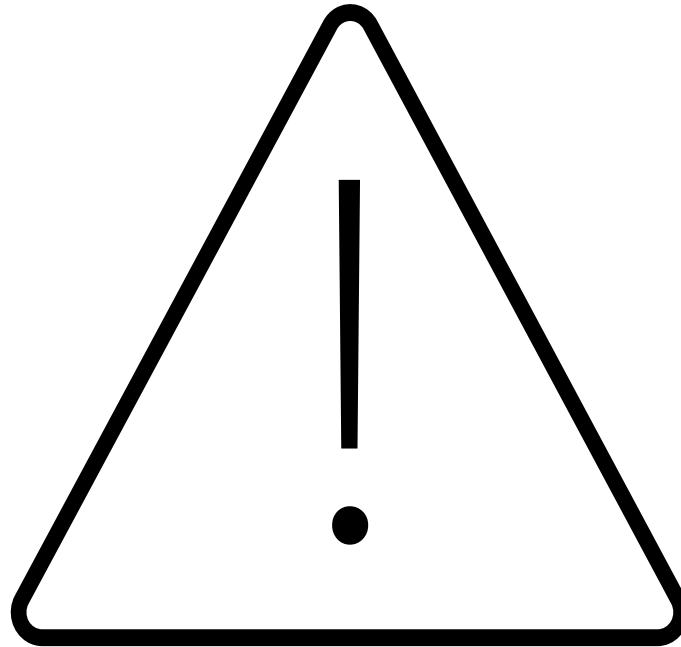
**DEPART** ✕ **Thu, Feb 10** – Columbus, OH to Denver, CO [Flight details v](#)

**RETURN** ✕ **Wed, Feb 16** – Denver, CO to Columbus, OH [Flight details v](#)

<b>Fare Options</b>	Free Checked Bags	Refundable		
Economy (L) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	0	No	✓	<b>\$209.67</b>
Economy Fully Refundable (L) <a href="#">Rules</a>	<a href="#">View: United</a>	Yes Fees may apply	✓	<b>\$305.67</b>
Economy Plus (B) <a href="#">Rules</a> <a href="#">Benefits/Services</a>	0	No	✓	<b>\$324.89</b>
Economy Plus Fully Refundable (B) <a href="#">Rules</a>	<a href="#">View: United</a>	Yes Fees may apply	✓	<b>\$2,482.63</b>

[View more fares](#)

**If you are only looking for estimates and not yet booking, you do not need to go further in this guide at this point. You *cannot* book the flight before submitting a Spend Authorization *and* receiving approval on it.**



Continue once you have your SA approval.


You can move forward to the booking instructions next so long as you:

- Have your **approved** Spend Authorization number, which is **SA-** and then a series of numbers

In Concur, navigate back to the flight(s) you want to book and continue



When you are ready to book, click the blue button with the ticket cost in order to book.



04:45p CMH → 06:09p DEN Nonstop 3h 24m **\$209.67**

05:30p DEN → 10:13p CMH Nonstop 2h 43m **Hide Fares**

**Preferred Airline** for The Ohio State University [Hide all details ^](#)

**DEPART** ✕ **Thu, Feb 10** – Columbus, OH to Denver, CO [Flight details v](#)

**RETURN** ✕ **Wed, Feb 16** – Denver, CO to Columbus, OH [Flight details v](#)

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Economy Plus Fully Refundable (B) <a href="#">Rules</a>	<a href="#">View: United</a>	Yes Fees may apply	✓	<b>\$2,482.63</b>

[View more fares](#)

On the Review and Reserve Flight page, you can double-check that you have the right flight and check the traveler information.

## Review and Reserve Flight

### REVIEW FLIGHTS

#### DEPART

✕ Thu, Feb 10 – Columbus, OH to Denver, CO

[Hide details ^](#)

Thu, Feb 10 04:45p CMH → 06:09p DEN 3h 24m United 263  
Airbus Industrie A319

#### RETURN

✕ Wed, Feb 16 – Denver, CO to Columbus, OH

[Hide details ^](#)

Wed, Feb 16 05:30p DEN → 10:13p CMH 2h 43m United 507  
Airbus Industrie A319

### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [?](#)

#### Primary Traveler

[Edit](#) | [Review all](#)

**Name:** Jackie Ray Shreves **Phone:** 6142923889 **Email:**  [v](#)

#### Frequent Flyer Programs [Add a Program](#)

For United

[v](#)



On the same page, you can **View seat map** to select different seats on the flight. You can request a different one and the travel agent will try and accommodate your request.

## SELECT SEATS

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

Flight		Seat
UA 263	Economy (L)	<a href="#">View seat map</a>
UA 507	Economy (L)	<a href="#">View seat map</a>

## REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$167.88	\$41.79	\$209.67
		<b>Total Estimated Cost: \$209.67</b>	
		<b>Total Due Now: \$209.67</b>	

Now, scroll down. From the drop down menu on payment, there will be a card listed. Select it.

Select **Reserve Flight and Continue** when you are ready. This will send the request to a travel agent who will book the flight for you. You will receive an email notification with booking details shortly.



#### AIRFARE:

- Select the **AIRFARE PREPAYMENT** card to reduce personal out of pocket expenses (An APPROVED Spend Authorization/SA# is required).
- For business travel only.
- For all OSU business funding sources (UNIV, Health System AND OSP/Sponsored).
- Do not use a Department or Individual PCard for airfare purchases

#### HOTEL:

- There are no OSU credit cards loaded for hotel reservations.
- To book a hotel reservation, OSU business travelers must add a personal credit card or PCard (see **Add credit card** link below).

How would you like to pay?

Please choose a credit card.   [Add credit card](#)

Please choose a credit card.

**AIRFARE PREPAYMENT\* (...1329)**



#### 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](#)

If you find a flight that you want but it is blocked and you can't book it via Concur, reach out to the university's travel agents for assistance. They can also assist if you are having trouble with the booking process.

Call: 855-784-9282 (toll free) Hours: M-F 8am-7pm EST; or  
Email: [theohiostate@ctptravelservices.com](mailto:theohiostate@ctptravelservices.com) Hours: M-F 8am-7pm EST