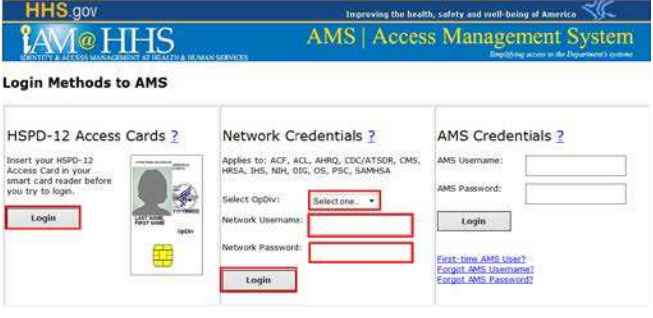

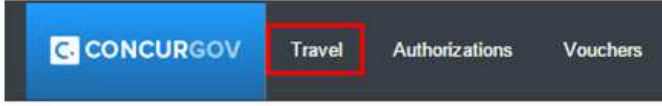
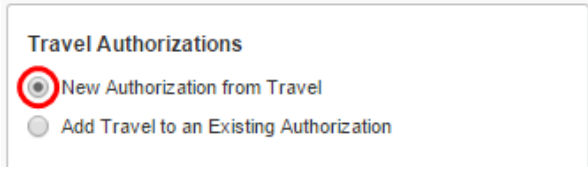


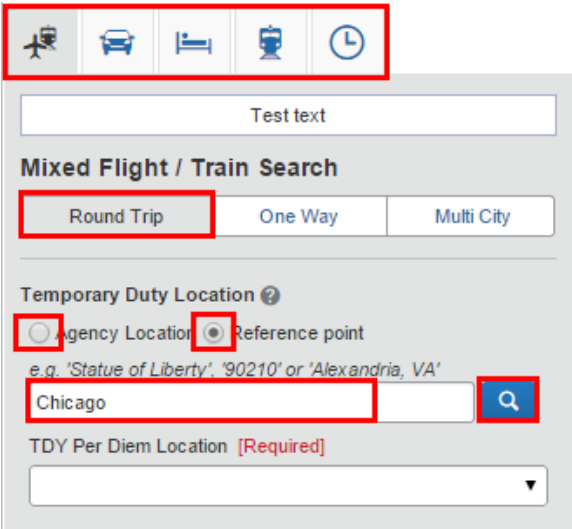
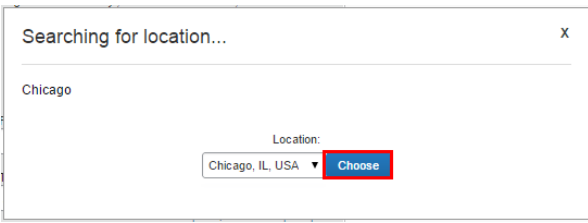
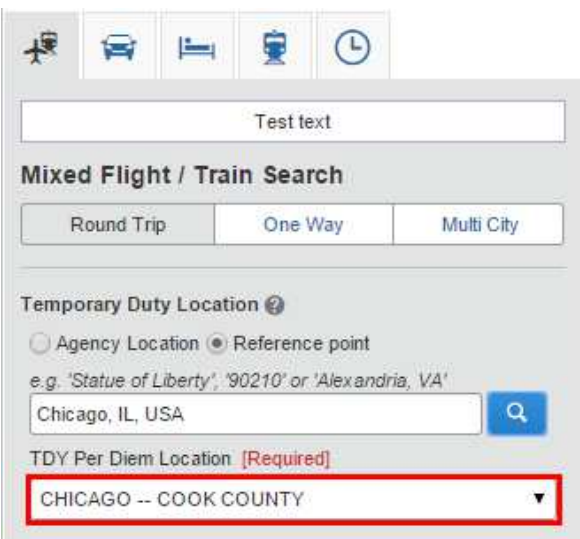


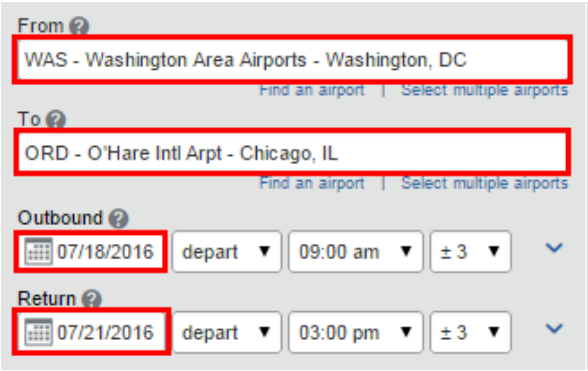
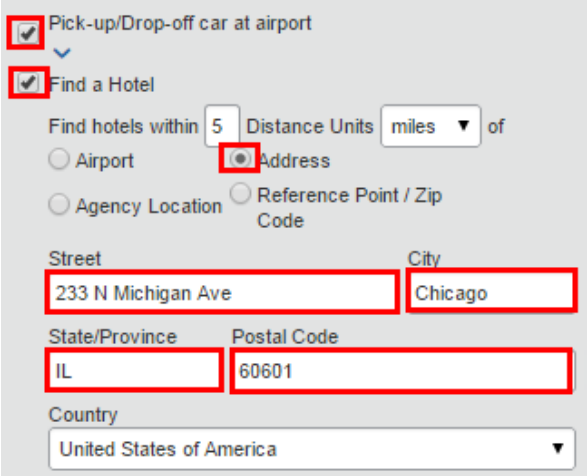
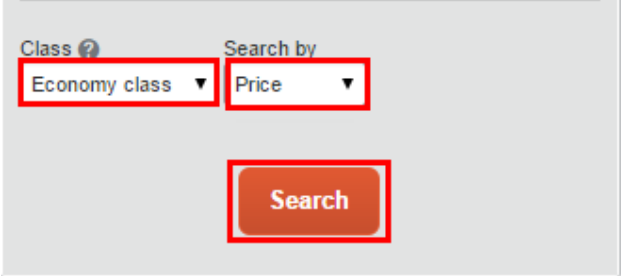
## ConcurGov Job Aid: Creating a Travel Reservation

**Purpose:** To provide a step-by-step guide to booking airfare/rail, hotel, and car rental in ConcurGov.

**Audience:** Travelers and Federal Travel Arrangers

Instruction:	Screenshot:
<p><b>Step 1: Log into AMS</b> Log into ConcurGov via AMS using either your PIV card or your HHS network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	
<p><b>Step 2: Select E-Travel</b> From the Home page of AMS select the E-Travel link.</p>	
<p><b>Step 3: Select Travel Tab</b> From the ConcurGov Home page, select the Travel tab.</p>	
<p><b>Step 4: Choose Type of Authorization</b> Select the radio button next to "New Authorization from Travel" for a new booking and document. Or, choose "Add Travel to an Existing Authorization" if you want to add a reservations to an Authorization that has already been created.</p>	

Instruction:	Screenshot:
<p><b>Step 5: Select the Type of Reservation and Location</b>            Select the reservation type to begin entering your search criteria (Air/Rail, Car, etc.). When searching for Air or Rail, select either the Round Trip, One Way, or Multi-City button. Enter the Temporary Duty (TDY) Location by selecting the radio button next to either "Agency Location" or "Reference point". The Agency Location will allow you to search for most of the HHS offices in the U.S (not shown). A Reference point can be the city or address of the Traveler's mission. Enter the TDY and then select the magnifying glass icon.</p> <p>Note: In ConcurGov, air and rail cannot be booked on the same reservation. To book both air and rail, contact the TMC.</p>	 <p>The screenshot shows the 'Mixed Flight / Train Search' interface. At the top, there are five icons: Airplane, Car, Hotel, Train, and Clock. Below these is a search bar with 'Test text'. The 'Mixed Flight / Train Search' section has three buttons: 'Round Trip' (highlighted with a red box), 'One Way', and 'Multi City'. Underneath, there are radio buttons for 'Agency Location' and 'Reference point' (highlighted with a red box). Below the radio buttons is a text input field with 'Chicago' and a magnifying glass icon (highlighted with a red box). At the bottom, there is a dropdown menu for 'TDY Per Diem Location' with the text '[Required]'.</p>
<p><b>Step 6: Choose the TDY</b>            Verify the location from the drop down menu and select the Choose button.</p>	 <p>The screenshot shows a dialog box titled 'Searching for location...'. It contains a search input field with 'Chicago' and a dropdown menu showing 'Chicago, IL, USA'. A red box highlights the 'Choose' button.</p>
<p><b>Step 7: Select TDY Per Diem Location</b>            Verify that the default TDY Per Diem Location is correct or select the location from the drop down menu. The per diem is determined by the county where the mission is taking place.</p>	 <p>The screenshot shows the 'Mixed Flight / Train Search' interface. The 'Reference point' radio button is selected. The location input field contains 'Chicago, IL, USA' and the search icon is highlighted. The 'TDY Per Diem Location' dropdown menu is open, showing 'CHICAGO -- COOK COUNTY' (highlighted with a red box).</p>

Instruction:	Screenshot:
<p><b>Step 8: Enter Air Search Criteria</b></p> <p>Enter the departure airport in the “From” field. The arrival airport will default to an airport based on the TDY but can be changed by selecting the “To” field.</p> <p>Enter the outbound and return dates.</p> <p>Adjust the search times as needed.</p>	
<p><b>Step 9: Enter Car and Hotel Search Criteria</b></p> <p>If you require a rental car select the check box next to “Pick-up/Drop-off car at airport”.</p> <p>To search for a hotel, select the check box next to “Find a Hotel” and choose your hotel search criteria. You can search for a hotel near an airport, a specific address, the agency location, or a reference point/zip code.</p>	
<p><b>Step 10: Select Search</b></p> <p>Select the drop down arrow to choose the class of service. Select Price or Schedule from the “Search by” drop down menu, depending on your preferred search method, and then select the Search button.</p>	

**Instruction:**

**Step 11: Select Flights**

The airfare search results page shows a list of matching flights and fares. Select the Shop by Fares tab or the Shop by Schedule tab depending on your search preference. Government contracted rates are indicated by the 3 stars. Use the All button to see all of the available flights on one page. Select the View Fares button to see the details of a flight.

**Screenshot:**

The screenshot shows a flight search results page. At the top, there are filter buttons for 'All' (114 results), 'American Airlines' (188.20, 64 results), 'Delta' (543.20, 22 results), 'United' (188.20, 4 results), and 'Multiple' (188.20, 12 results). A red circle highlights the 'Govt. Contract Discounted' filter (64 results). Below the filters, there are tabs for 'Shop by Fares' and 'Shop by Schedule'. A 'Sorted By' dropdown is set to 'Policy - Most Compliant'. The results show two American Airlines flights from DCA to ORD. The first flight is circled in red and has three stars (\*\*\*). The second flight is also circled in red and has three stars (\*\*\*). Both flights have a 'View Fares' button. The price for both is 'From \$188.20'.

**Step 12: Select Fare**

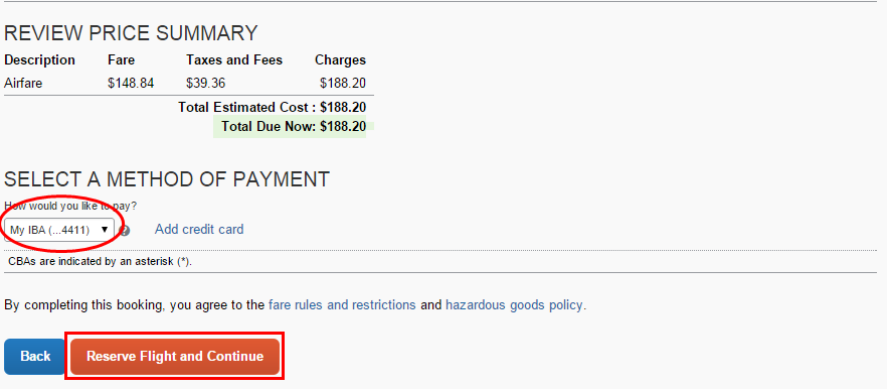
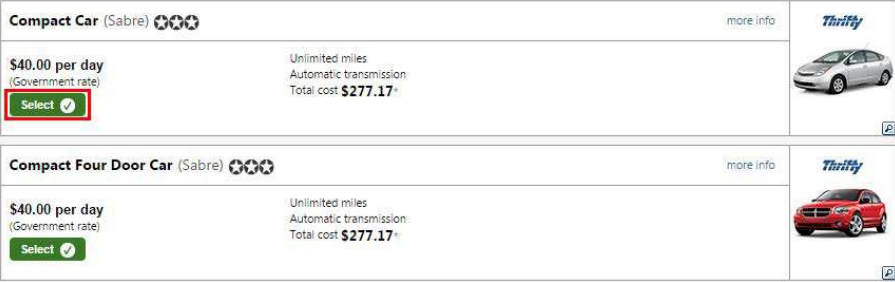
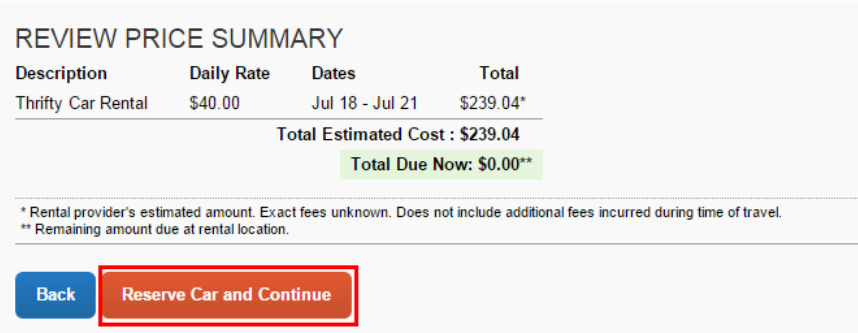
From the flight details window, select the radio button below the airfare. Gov't. Contract Discounted fares should be chosen whenever available. Choose the "Select" button to choose this fare.

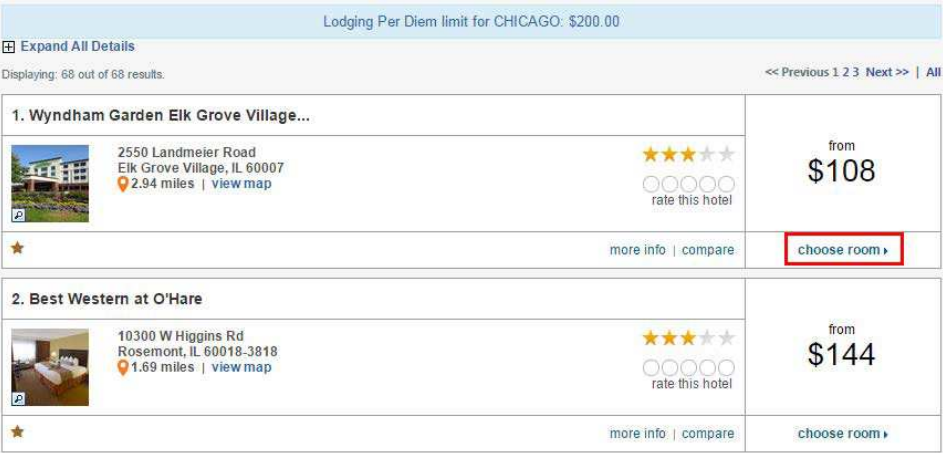
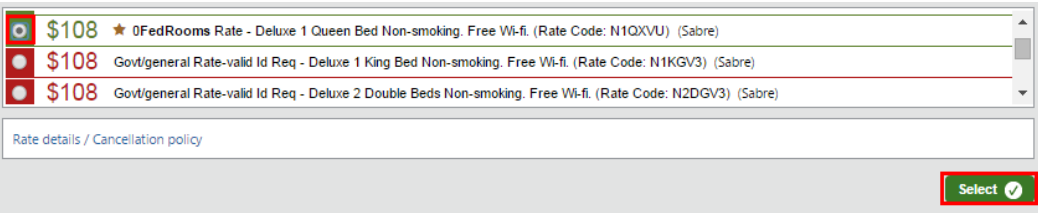
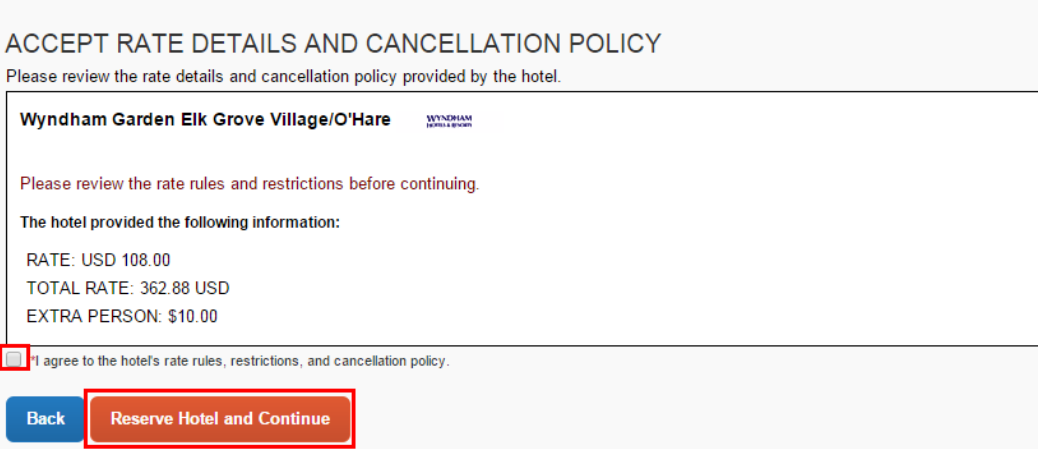
Note: A green select button indicates that this is a government contracted (City Pair) fare and should be the first choice. A yellow fare button (not shown) indicates a fare that is not the lowest cost and will require a justification. A red fare button (not shown) indicates a fare that is outside of policy and will require a justification.

The screenshot shows the flight details window for an American Airlines flight from Washington, DC (DCA) to Chicago, IL (ORD) on Monday, July 18. The flight is operated by a Boeing 737-800. The return flight is from Chicago, IL (ORD) to Washington, DC (DCA) on Thursday, July 21, also operated by a Boeing 737-800. Below the flight details, there is a table of fare options:

Gov't. Contract Discounted	Gov't. Contract	Economy (N)
(Refundable)	(Refundable)	
\$188.20	\$386.20	\$386.20

The 'Gov't. Contract Discounted' option is circled in red. Below the table, there is a 'Select' button with a green checkmark, indicating that this is the preferred fare. There is also a 'Hide details' link.

<p><b>Instruction:</b></p> <p><b>Step 13: Review and Reserve Flight</b></p> <p>Scroll down on the Review and Reserve Flight screen to see all of the details of the flight. In the Select A Method Of Payment section, choose the appropriate payment method for your OpDiv/StaffDiv. Then select the Reserve Flight and Continue button.</p>	<p><b>Screenshot:</b></p> 
<p><b>Step 14: Select Car Rental</b></p> <p>The car rental search results page shows a list of rental cars and rates matching the search criteria. The green select button and the 3 white stars indicate that this is a government contracted rate and should be the first choice. A yellow or red select button will require a justification. Choose the "Select" button to choose your car.</p>	
<p><b>Step 15: Review and Reserve Car</b></p> <p>Review the car rental details and scroll down to select the Reserve Car and Continue button.</p>	<p><b>Screenshot:</b></p> 

Instruction:	Screenshot:
<p><b>Step 16: Search Hotel Rates</b></p> <p>The hotel search results page shows a list of hotels matching the search criteria. Hotels that participate in the FedRooms program are indicated by the maroon star and should be the first choice. Select the “choose room” button to see the available rates for that hotel.</p> <p>Note: The Per Diem rate for this TDY is at the top of the page.</p>	
<p><b>Step 17: Select Hotel</b></p> <p>ConcurGov displays a list of available room rates for the selected hotel with a selection button for each. Green indicates that this is a FedRooms rate and should be the first choice. Yellow and red rates will require a justification. Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the “Select” button.</p>	
<p><b>Step 18: Review and Reserve Hotel</b></p> <p>Review the hotel reservation detail. Scroll down to the Accept Rate Details and Cancellation Policy section. Select the box next to “I agree to the hotel’s rate rules, restrictions, and cancellation policy.” Then select the Reserve Hotel and Continue button.</p>	

Instruction:	Screenshot:
<p><b>Step 19: Review Travel Details</b></p> <p>From the Travel Details page, review all of your reservation before confirming. Notice the ticketing date and cancellation information in the Trip Overview section. You can add any missing segment to your trip by selecting the appropriate icon in the Add to your Itinerary section.</p>	
<p><b>Step 19 continued: Review Travel Details</b></p> <p>Scroll to the bottom of the page to review all of your choices. To make any changes, select the “Change” link for that segment of the reservation. To cancel part of your reservation, select the “Cancel” link next to that segment of the reservation.</p>	
<p><b>Step 19 continued: Review Travel Details</b></p> <p>Continue to scroll to the end of the page. If everything is in order, select the Next button to continue.</p> <p>Note: Selecting the Cancel button will cancel the entire trip.</p>	

<p><b>Instruction:</b></p> <p><b>Step 20: Trip Booking Information</b></p> <p>On the Trip Booking Information page, a Trip Name will auto-populate. This can be edited to something specific to help you identify your trip later. You can also enter a description of your trip in the Trip Description field which will auto-populate on the Authorization.</p> <p>Select "Next" to continue.</p> <p>Note: Only enter a comment for the travel agent when absolutely necessary as this will incur an additional fee.</p>	<p><b>Screenshot:</b></p>
<p><b>Step 21: Trip Confirmation</b></p> <p>Review the trip details once more on the Trip Confirmation page before booking. Scroll to the bottom of the page to review each segment of the trip.</p>	<p><b>Screenshot:</b></p>
<p><b>Step 22: Confirm Booking</b></p> <p>At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.</p>	<p><b>Screenshot:</b></p>

## You have successfully booked travel in ConcurGov!

To continue with the Authorization, see the job aid "Creating an Authorization from a Travel Reservation."