

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:
Step 1: Log into AMS Log into ConcurGov via AMS using either your PIV card or your HHS network username and password. Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov	Comparing the breath, softry and well being at America      Ameri
<b>Step 2: Select E-Travel</b> From the Home page of AMS select the E-Travel link.	Image: Sold       Image: Sold Sold Sold Sold Sold Sold Sold Sold
<b>Step 3: Select Travel Tab</b> From the ConcurGov Home page, select the Travel tab.	C. CONCURGOV Travel Authorizations Vouchers
Step 4: Choose Type of Authorization 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.	Travel Authorizations New Authorization from Travel Add Travel to an Existing Authorization

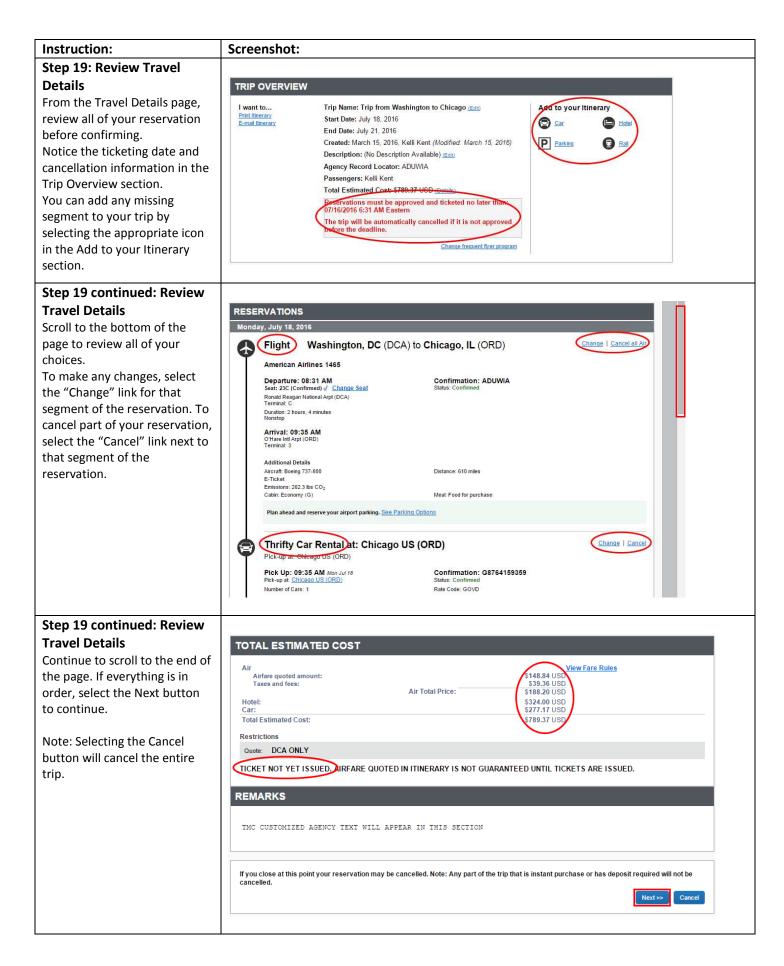
Instruction:	Screenshot:
Instruction: Step 5: Select the Type of Reservation and Location Select the reservation type to begin entering your search criteria (Air/Rail, Car, etc.). When searching for Air or Rail, select either the Round Trip, One Way, or Multi-City button. Enter the Temporary Duty (TDY) 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. Note: In ConcurGov, air and rail cannot be booked on the same reservation. To book both air and rail, contact the TMC. Step 6: Choose the TDY Verify the location from the drop down menu and select the Choose button.	Screenshot:
Step 7: Select TDY Per Diem Location 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.	Fight / Train Search         Round Trip       One Way         Multi City         Temporary Duty Location @         Agency Location @         Agency Location @         Agency Location @         Chicago, IL, USA         TDY Per Diem Location [Required]         CHICAGO COOK COUNTY

Instruction:	Screenshot:
Step 8: Enter Air Search Criteria 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. Enter the outbound and return dates. Adjust the search times as needed.	From ? WAS - Washington Area Airports - Washington, DC Find an airport   Select multiple airports To ? ORD - O'Hare Intl Arpt - Chicago, IL Find an airport   Select multiple airports Outbound ? To ? Return ? To ? 07/21/2016 depart V 03:00 pm V ± 3 V
Step 9: Enter Car and Hotel Search Criteria If you require a rental car select the check box next to "Pick-up/Drop-off car at airport". 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.	✓       Pick-up/Drop-off car at airport         ✓       Find a Hotel         Find hotels within 5       Distance Units miles ▼ of         △       Airport       Address         △       Agency Location       Reference Point / Zip Code         Street       City         233 N Michigan Ave       Chicago         State/Province       Postal Code         IL       60601         Country       United States of America
<b>Step 10: Select Search</b> 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.	Class Economy class Price Search

Instruction:	Screenshot:				
Step 11: Select Flights					
The airfare search results page		X			×
shows a list of matching flights	All 114 results	American Airlines	Delta	United	Multiple
and fares. Select the Shop by	Govt. Contract Discounted	188.20			
Fares tab or the Shop by	64 results	64 results		8	
Schedule tab depending on	Non-Contract Government	=	543.20 22 results	188.20 4 results	188.20 12 results
our search preference.	38 results			386.20	
Sovernment contracted rates	Lowest Published 12 results	-	_2	12 results	-
e indicated by the 3 stars.	Baggage Fee Policies				now fare display legend
se the All button to see all of	Shop by Fares Shop by Schedule			L.	Policy - Most Compliant 🔻
ne available flights on one	Displaying: 57 out of 57 results.			<< Previou	IS 1 2 3 4 5 6 Next >> All
oage.	11:50a DCA	→ 12:50p ORD	Nonstop	2h 00m	From \$188.20
elect the View Fares button to	American Airlines 03:05p ORD	→ 06:07p DCA	Nonstop	2h 02m	View Fares
ee the details of a flight.					
	***				Flight details 🗸
				21.04	
	American Airlines	09:35a ORD	Nonstop	2h 04m	From \$188.20 View Fares
	01:38p ORD	04:37p DCA	Nonstop	1h 59m	
	***				Flight details 🗸
ep 12: Select Fare					
om the flight details window,	Outbound flight: Washington, DC (DCA) - Chicago, IL	(ORD) Mon, Jul 18			
elect the radio button below	American Airlines Ronald Reagan National.	(DCA)	O'Hare Intl Arpt (		L
e airfare. Gov't. Contract	* #1465	Economy: G Boeing 737-8	Arrive: Monday, 0 00 Fare basis: GCADCA		Rest. March
counted fares should be	Return flight: Chicago, IL (ORD) - Washington, DC (D	CA) Thu, Jul 21			
osen whenever available.	American Airlines #2240		Ronald Reagan Na Arrive: Thursday,		F
pose the "Select" button to	* #2240	Economy: G Boeing 737-8			
oose this fare.	Gov. Contract Govt. Contract Economy (N)				
	Discounted				
lote: A green select button	(Refundable) (Refundable)				
dicates that this is a	\$188.20 \$386.20 \$386.20				
vernment contracted (City	American Airlines - (Sabre)				
ir) fare and should be the	Fare Rules Ticket is refundable				
st choice.	E-Ticketing Available				
vellow fare button (not	GSA Information Limited capacity Government Contracted Fare This contract fare, if domestic, includes all existing I	adaral State and local tavar	as well as aimost mainte	mance feer and other	administrative feer. It
own) indicates a fare that is	does not include fees such as passenger facility cha taxes and fees, but inclusive of fuel surcharge fees.				
the lowest cost and will					
juire a justification.					Select 🧭
ed fare button (not shown) cates a fare that is outside					Hide details A
icates a fare that is outside					
policy and will require a					
olicy and will require a ification.					

Instruction:	Screenshot:	
Step 13: Review and Reserve Flight Scroll down on the Review and Reserve Flight screen to see all of the details of the flight. In	REVIEW PRICE SUMMARY Description Fare Taxes and Fees Charges Airfare \$148.84 \$39.36 \$188.20 Total Estimated Cost : \$188.20 Total Due Now: \$188.20	
the Select A Method Of Payment section, choose the appropriate payment method for your OpDiv/StaffDiv. Then select the Reserve Flight and Continue button.	SELECT A METHOD OF PAYMENT  For Would you like to pay?  My IBA (4411)  CBAs are indicated by an asterisk (*).  By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.  Back Reserve Flight and Continue	
Step 14: Select Car Rental 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.	Compact Car (Sabre) (Sabre) (Sabre)       Inimited miles Automatic transmission Total cost \$277.17*       Inimited miles (Sovernment rate) Select (Sabre) (Sabre) (Sabre) (Sabre) (Sovernment rate) Stol.00 per day (Government rate) Sabect (Sabre)	
Step 15: Review and Reserve Car Review the car rental details and scroll down to select the Reserve Car and Continue button.	REVIEW PRICE SUMMARY         Description       Daily Rate       Dates       Total         Thrifty Car Rental       \$40.00       Jul 18 - Jul 21       \$239.04*         Total Estimated Cost: \$239.04         Total Estimated Cost: \$239.04         Total Due Now: \$0.00**         * Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.         * Remaining amount due at rental location.         Back         Reserve Car and Continue	

	Screenshot:	
Step 16: Search Hotel Rates		
The hotel search results page	Lodging Per Diem limit for CHICAGO: \$200.00	
shows a list of hotels matching		
the search criteria.	Displaying: 68 out of 68 results.	<< Previous 1 2 3 Next >>   All
Hotels that participate in the	1. Wyndham Garden Elk Grove Village	
FedRooms program are	2550 Landmeier Road ★★★★★	from
indicated by the maroon star	Elk Grove Village, IL 60007 Q 2.94 miles   view map	\$108
and should be the first choice.		
Select the "choose room"	* more info   compare	choose room .
button to see the available	2. Best Western at O'Hare	
rates for that hotel.		from
	10300 W Higgins Rd Rosemont, IL 60018-3818	\$144
Note: The Per Diem rate for		
this TDY is at the top of the		
page.	* more info   compare	choose room >
Step 17: Select Hotel		
ConcurGov displays a list of	5108 * 0FedRooms Rate - Deluxe 1 Queen Bed Non-smoking. Free Wi-fi. (Rate Code: N1QXVU) (Sabre)	
available room rates for the	\$108 Govt/general Rate-valid Id Req - Deluxe 1 King Bed Non-smoking. Free Wi-fi. (Rate Code: N1KGV3) (Sabre)	)
selected hotel with a selection	\$108 Gov/general Rate-valid Id Req - Deluxe 2 Double Beds Non-smoking. Free Wi-fi. (Rate Code: N2DGV3) (Sate Code: N2DGV3) (Sate Code: N2DGV3)	-
button for each.		•
Green indicates that this is a	Rate details / Cancellation policy	
FedRooms rate and should be		Select
the first choice.		
Yellow and red rates will		
require a justification.		
require a justification. Choose the room rate by		
Choose the room rate by		
Choose the room rate by selecting the radio button next		
Choose the room rate by selecting the radio button next to the appropriate room type		
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the		
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button.		
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. Step 18: Review and	ACCEPT RATE DETAILS AND CANCELLATION POLICY	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. Step 18: Review and Reserve Hotel	ACCEPT RATE DETAILS AND CANCELLATION POLICY Please review the rate details and cancellation policy provided by the hotel.	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. Step 18: Review and Reserve Hotel Review the hotel reservation		
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. Step 18: Review and Reserve Hotel Review the hotel reservation detail. Scroll down to the	Please review the rate details and cancellation policy provided by the hotel.	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> Review the hotel reservation detail. Scroll down to the Accept Rate Details and Cancellation Policy section.	Please review the rate details and cancellation policy provided by the hotel.	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> Review the hotel reservation detail. Scroll down to the Accept Rate Details and Cancellation Policy section. Select the box next to "I agree	Please review the rate details and cancellation policy provided by the hotel. Wyndham Garden Elk Grove Village/O'Hare	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. Step 18: Review and Reserve Hotel Review the hotel reservation detail. Scroll down to the Accept Rate Details and	Please review the rate details and cancellation policy provided by the hotel.         Wyndham Garden Elk Grove Village/O'Hare         Window         Please review the rate rules and restrictions before continuing.         The hotel provided the following information:	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> 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,	Please review the rate details and cancellation policy provided by the hotel.         Wyndham Garden Elk Grove Village/O'Hare         Please review the rate rules and restrictions before continuing.         The hotel provided the following information:         RATE: USD 108.00	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and</b> <b>Reserve Hotel</b> 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	Please review the rate details and cancellation policy provided by the hotel.         Wyndham Garden Elk Grove Village/O'Hare         Please review the rate rules and restrictions before continuing.         The hotel provided the following information:         RATE: USD 108.00         TOTAL RATE: 362.88 USD	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> 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	Please review the rate details and cancellation policy provided by the hotel.  Wyndham Garden Elk Grove Village/O'Hare Please review the rate rules and restrictions before continuing.  The hotel provided the following information: RATE: USD 108.00 TOTAL RATE: 362.88 USD EXTRA PERSON: \$10.00	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> 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	Please review the rate details and cancellation policy provided by the hotel.         Wyndham Garden Elk Grove Village/O'Hare         Please review the rate rules and restrictions before continuing.         The hotel provided the following information:         RATE: USD 108.00         TOTAL RATE: 362.88 USD	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> 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	Please review the rate details and cancellation policy provided by the hotel.  Wyndham Garden Elk Grove Village/O'Hare Please review the rate rules and restrictions before continuing.  The hotel provided the following information: RATE: USD 108.00 TOTAL RATE: 362.88 USD EXTRA PERSON: \$10.00  I agree to the hotel's rate rules, restrictions, and cancellation policy.	
Choose the room rate by selecting the radio button next to the appropriate room type and rate and choosing the "Select" button. <b>Step 18: Review and Reserve Hotel</b> 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	Please review the rate details and cancellation policy provided by the hotel.  Wyndham Garden Elk Grove Village/O'Hare Please review the rate rules and restrictions before continuing.  The hotel provided the following information: RATE: USD 108.00 TOTAL RATE: 362.88 USD EXTRA PERSON: \$10.00	



Instruction:	Screenshot:
Step 20: Trip Booking Information 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. Select "Next" to continue.	Trip Booking Information         The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.         Trip Mame The value agent in your upcoming trip let.         Trip from Washington to Chicago         Special Requests may never valgent settrice fee.         Send a copy of the confirmation to: ©         Send my email confirmation as         @HTML         With my email confirmation         Do not include directions to holes with email •
Note: Only enter a comment for the travel agent when absolutely necessary as this will incur an additional fee.	Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled. Display Trip Hold Trip <a href="https://www.cancelled.com">Hold Trip</a> Cancelled.
<b>Step 21: Trip Confirmation</b> 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.	Trip Confirmation         To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page.         To CANCEL, press the Cancel button.         After you complete this booking, it will be reserved, however it will not be ticketed until approved by your agency.         TRIP OVERVIEW         Trip Name: Trip from Washington to Chicago         Start Date: July 18, 2016         End Date: July 21, 2016         Created: March 15, 2016, Kelli Kent (Modified: March 15, 2016)         Description: (No Description Available)         Agency Record Locator: ADUWIA         Passengers: Kelli Kent         Total Estimated Cost: 5789.37 USD         Descriptions must be approved and ticketed no later than: 07/16/2016 6:31 AM Eastern         The trip will be automatically cancelled if it is not approved before the deadline.
<b>Step 22: Confirm Booking</b> At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.	TOTAL ESTIMATED COST         Air       View Fare Rules         Airare quoted amount:       \$148,84 USD         Taxes and fees:       Air Total Price:         \$193,36 USD       \$188,20 USD         Hole:       \$188,20 USD         Car:       \$277,17 USD         Total Estimated Cost:       \$789,37 USD         Restrictions       \$789,37 USD         Quote:       DCA ONLY         TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.         REMARKS         TNC_CUSTOMIZED AGENCY TEXT WILL APPEAR IN THIS SECTION         Almost done Please confirm this itinerary.         Upplay Trip <e previous<="" td="">       Confirm Bookingo:       Cancel</e>

## You have successfully booked travel in ConcurGov!

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