

## View Dual Flight Fares

When booking flight reservations in the system, the dual fare display allows you to view and compare the two lowest branded fares to select the lowest price.

### 1. Search Flights

- On the home page, click *Travel* in the top menu bar.
- In the *Trip Search* window, complete the fields with your flight information, then click *Search* (Figure 1).

The screenshot shows the SAP Concur Travel search interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The 'Travel' tab is active. Below the navigation bar, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into two sections. On the left, the 'Mixed Flight/Train Search' form is highlighted with a red border. It includes a 'Round Trip' button, 'From' and 'To' fields, 'Depart' and 'Return' date and time pickers, and a 'Search' button. On the right, there are tabs for 'Company Notes', 'Upcoming Trips', 'Trips Awaiting Approval', and 'Remove Trips'. Below these tabs is a table with columns for 'Trip Name/Description', 'Status', 'Start Date', 'End Date', and 'Action'. The table currently displays 'No records found.'

Figure 1

### 2. Click Shop by Fares

- On the search results page, click the *Shop by Fares* tab (Figure 2).

**SAP Concur** | Requests | **Travel** | Expense | Reporting | App Center | Administration | Help | Profile

Travel | Trip Library | Templates | Tools

**Trip Summary**  
 Select Flights or Trains  
 Round Trip  
 BUF - TPA  
 Depart: Mon, 10/14/2019  
 Return: Wed, 10/16/2019  
 Finalize Trip

**Change Search**  
 From: BUF - Buffalo Airport - Buffalo, NY  
 To: TPA - Tampa Intl Airport - Tampa, FL  
 Depart: 10/14/2019 09:00 am ± 8  
 Return: 10/16/2019 03:00 pm ± 3  
 Search by: Schedule  
 Refundable only air fares

**BUFFALO, NY TO TAMPA, FL**  
 MON, OCT 14 - WED, OCT 16  
 Show as USD

Hide matrix | Print / Email

	jetBlue JetBlue	Delta	American Airlines	Southwest	United	Multiple
All 290 results	Preferred					
Nonstop 1 results	—	—	—	510.96 1 results	—	—
1 stop 202 results	472.60 9 results	389.00 79 results	407.99 36 results	416.00 14 results	441.00 24 results	577.00 40 results
2 stops 87 results	—	434.19 13 results	426.70 49 results	673.88 25 results	—	—

**Shop by Fares** | Shop by Schedule

**If you are looking to purchase a preferred seat after your airline reservation has already been ticketed, you must call The Travel Team or go to the airline website in order to confirm the purchase of the seat.**

**Please note: Seat prices can range from \$2.00 to \$350.00 or more per seat based on the length of the flight.**

Flight Number Search | Sorted By: Preference | Displaying: 290 out of 290 results. | Previous | Page: 1 of 29 | Next | All

JetBlue | Economy | \$472.60

Figure 2

### 3. View Dual Flight Fares

- Scroll to the flight search results.
- Find a flight that you're interested in booking and click *More fares or details* (Figure 3).

Shop by Fares | Shop by Schedule

**If you are looking to purchase a preferred seat after your airline reservation has already been ticketed, you must call The Travel Team or go to the airline website in order to confirm the purchase of the seat.**

**Please note: Seat prices can range from \$2.00 to \$350.00 or more per seat based on the length of the flight.**

Flight Number Search  Sorted By: Preference  Displaying: 7 out of 499 results. ⓘ




<p>American Airlines<sup>1</sup></p> <p>11:00 AM SAN → 02:00 PM SEA Nonstop 3h 00m</p> <p>06:30 PM SEA → 09:20 PM SAN Nonstop 2h 50m</p> <p><sup>1</sup> AA 6857 / AA 6831 operated by Alaska Airlines</p> <p><a href="#">More fares/details</a></p>	<p>Main Cabin <b>\$325.60</b></p> <p>Select</p>	<p>Main Cabin Flexible <b>\$998.59</b></p> <p> Select</p>
<p>American Airlines<sup>1</sup></p> <p>11:00 AM SAN → 02:00 PM SEA Nonstop 3h 00m</p> <p>01:55 PM SEA → 04:50 PM SAN Nonstop 2h 55m</p> <p><sup>1</sup> AA 6857 / AA 6858 operated by Alaska Airlines</p> <p><a href="#">More fares/details</a></p>	<p>Main Cabin <b>\$385.60</b></p> <p> Select</p>	<p>Main Cabin Flexible <b>\$998.59</b></p> <p> Select</p>

Figure 3

- If the fare is branded and offers benefits and services, the fare name will be a link that opens a benefits and services window (Figure 4).

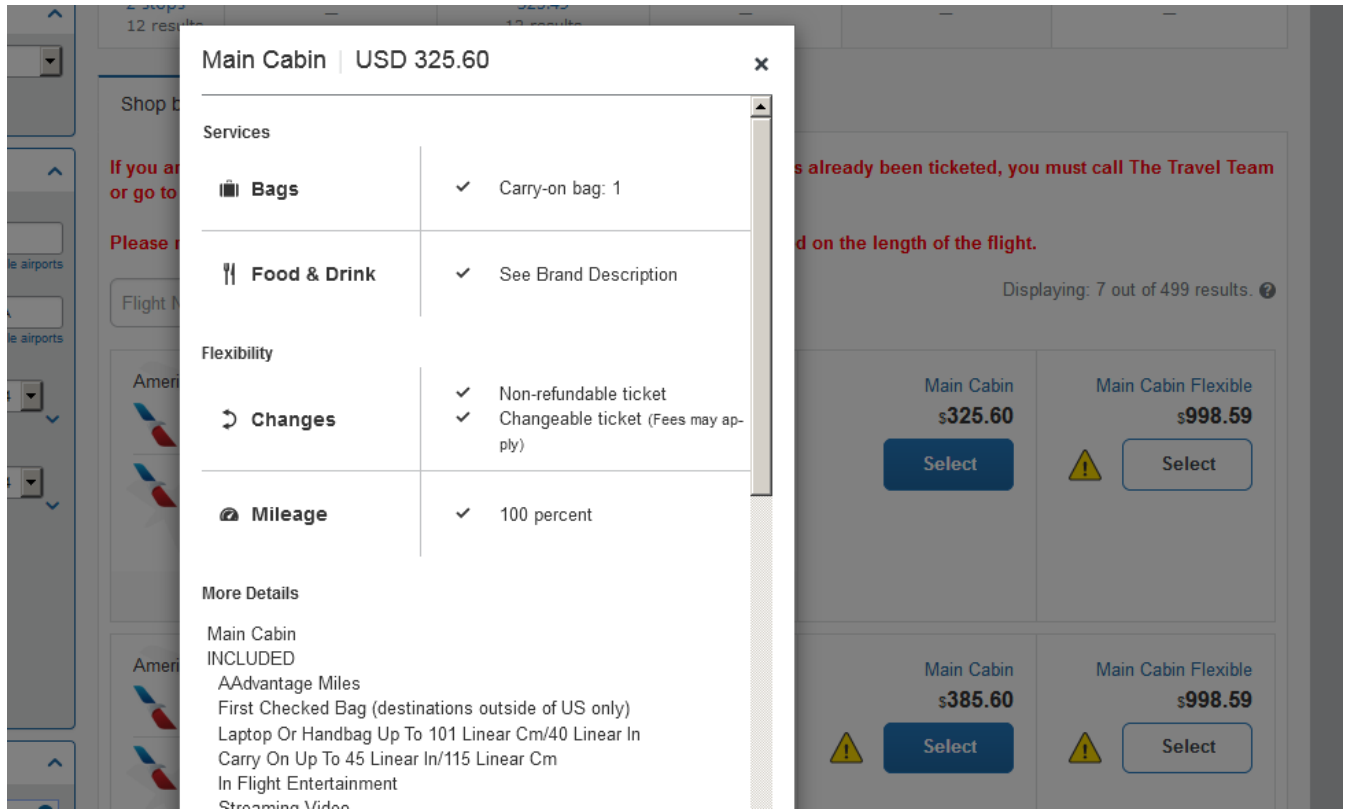


Figure 4