

View More Flight Fares

When booking flight reservations in the system, click View More Fares to see all options and 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 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

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

Hide matrix | Print / Email

	jetBlue	Delta	American Airlines	Southwest	United	Multiple
All 290 results	JetBlue 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
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Figure 2

3. View More 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.

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

JetBlue	Economy	\$472.60
jetBlue 05:20 AM BUF → 10:37 AM TPA	1 JFK	5h 17m
jetBlue 05:39 PM TPA → 12:25 AM BUF	1 JFK	6h 46m

Preferred Airline | **More fares/details**

Figure 3

For assistance, contact the Travel Team Inc. by email: online@thetravelteam.com

- Scroll down and click *View more fares* (Figure 4).

JetBlue

jetBlue	05:20 AM BUF	→	10:37 AM TPA	1 JFK	5h 17m	Economy \$472.60	Select
jetBlue	05:39 PM TPA	☾	12:25 AM BUF	1 JFK	6h 46m		

Preferred Airline Hide fares/details ^

DEPART ✕ Mon, Oct 14 – Buffalo, NY to Tampa, FL / 54m layover in New York, NY Hide details ^

Mon, Oct 14	05:20a BUF	→	06:41a JFK	1h 21m	JetBlue 2001 View seats Embraer 190 / 159 lbs CO ₂
		Layover in New York, NY		54m	New York John F. Kennedy Intl Airport
	07:35a JFK	→	10:37a TPA	3h 02m	JetBlue 525 View seats Airbus Industrie A320-100/200 / 392 lbs CO ₂

RETURN ✕ Wed, Oct 16 – Tampa, FL to Buffalo, NY / 2h 29m layover in New York, NY Hide details ^

Wed, Oct 16	05:39p TPA	→	08:30p JFK	2h 51m	JetBlue 426 View seats Airbus Industrie A320-100/200 / 392 lbs CO ₂
		Layover in New York, NY		2h 29m	New York John F. Kennedy Intl Airport
	10:59p JFK	☾	12:25a BUF	1h 26m	JetBlue 2002 View seats Embraer 190 / 159 lbs CO ₂
		Lands Thu, Oct 17			

Fare Details	Free Checked Bags	Refundable		
Economy (W, W, U, U) Rules	0	No		\$472.60

View more fares

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Figure 4

- View the additional fare options and select the lowest priced flight (Figure 5).

Fare Options	Free Checked Bags	Refundable		
Economy (W, Z, U, U) Rules	View: JetBlue	No		\$468.80
Economy (W, W, U, U) Rules	0	No		\$472.60
Economy (W, W, U, U) Rules	View: JetBlue	Yes Fees may apply		\$972.59

Figure 5

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