Airline Reservations

- Login to Concur Solutions.
- Select Travel at the top of the page.
- On the Flight tab in the Trip Search section of your Concur homepage, select one of these:
  - Round Trip
  - One Way
  - Multi-City
- In the From and To Fields, enter the cities or airport codes for your travel.
- In the Depart and Return fields, select the preferred travel dates and times.
- If you need a rental car, select Pick-up/Drop-off car at airport.
- If you need a hotel, select Find a Hotel. Enter the search parameters as prompted.
- In the Search Flights By field, Price is the default view. You will be able to view by schedule on a secondary tab in the results.
- Click Search.
- Flight search parameters can modified in the panel to the left of the search results to compare prices based on flight options.
- Select View Fares or Show all details in the search results for more flight information and to preview seat availability.
- Click the blue button which displays the cost to begin the booking process.
- Click Reserve Flight and Continue.
- Click Next at the bottom of the page.
- A pop-up window notifies you if the trip does not include any car or hotel reservations.
- Click Next at the bottom of the page.
- Click Confirm Booking.

Airline bookings can also be completed by contacting Travel Inc. at 770-291-5190.

- It is advisable to contact Travel Inc directly for international trips due to the number of possible routes, combined with price and scheduling options.

Contact the Travel Hotline at (470)578-4394 or submit a service request via service.kennesaw.edu/of with any questions.