

BOOKING TRAVEL

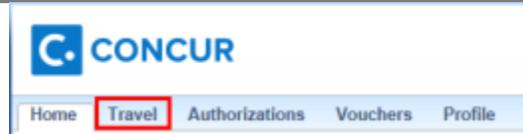
STEP 1: Go to USDA eAuthentication
Login using your LincPass and clicking on the LOG IN icon. Alternatively, you may login by entering your User ID & Password and then clicking on the LOGIN button.



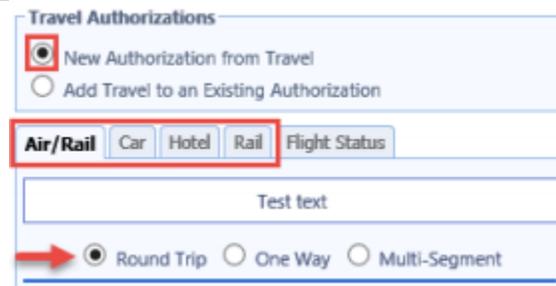
STEP 2: Agree to Privacy Act Notice
Logging into eAuthentication will take you to Concur's Privacy Act Notice page. Read the Warning and Privacy Act Notice then click on the I Agree button to continue to the Concur Home page.



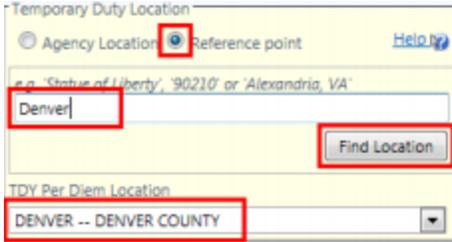
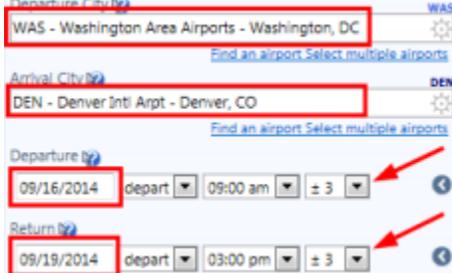
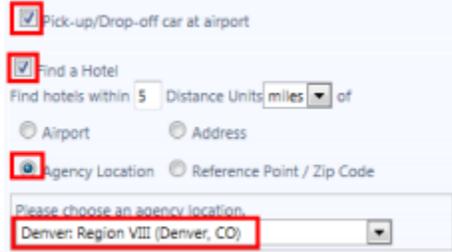
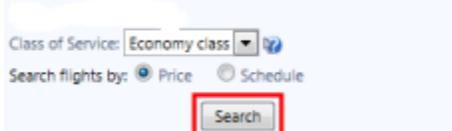
STEP 3: Select Travel Tab
From the CGE Home page, select the Travel tab in the upper left hand side of the page.



STEP 4: Choose Type of Authorization and Reservation
From the Travel Home page, select the New Authorization from Travel option. Then select the reservation type to begin entering your search criteria (Air/Rail, Car, etc.). When searching for Air or Rail, select the radio button next to Round Trip, One Way, or Multi-Segment.



Note: In CGE, booking rail is the same process as booking air.

<p>STEP 5: Enter Temporary Duty Location – Reference Point</p> <p>Identify your Temporary Duty (TDY) location by searching for a geographic reference point. Select the radio button next to Reference point and enter the location in the search field. Then select “Find Location” and confirm. Be sure that the TDY Per Diem Location field shows the correct location for your mission. You can change the Per Diem location by selecting the drop down arrow and choosing another location.</p>		
<p>STEP 6: Enter Air Search Criteria</p> <p>Enter the departure and arrival airports. Enter the departure and return dates. Adjust the search times as needed.</p>		
<p>STEP 7: Enter Car and Hotel Search Criteria</p> <p>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, or a reference point/zip code.</p>		
<p>STEP 8: Select Search</p> <p>Select the Search button to begin searching for the air, car, and hotel options.</p>		

STEP 9: Select Flights

The airfare search results page shows a list of matching flights and fares. The green fare button and the 3 stars indicate that this is a government contracted (City Pair) fare and should be the first choice. A yellow fare button (not shown) indicates that a fare is not the lowest logical cost and will require a justification. A red fare button (not shown) indicates that a fare is outside of policy and will require a justification. Select the Fares button in the Price column to show the fare options and details. Note: For Round Trip searches, each fare listed includes both the departure and return legs of the trip.

Displaying: 260 out of 260 results. << Previous | Page: 1 of 26 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$334.00 Fares ✓	Southwest	BWI 10:05 am DEN 02:10 pm	DEN 12:05 pm BWI 07:40 pm	0	4h
Starting From: \$338.00 Fares ✓	Southwest	BWI 08:05 am DEN 02:10 pm	DEN 11:15 am BWI 07:40 pm	1	4h 30m
Starting From: \$338.00 Fares ✓	Southwest	BWI 09:15 am DEN 02:10 pm	DEN 12:25 pm BWI 07:40 pm	1	4h 30m

STEP 10: Select Fare

From the flight details window, select the radio button below the airfare. Gov't. Contract Discounted (Refundable) fares should be chosen whenever available. Select "Reserve" to choose this fare. Note: Add your Frequent Flyer number by selecting "Add a Program" if it is not already included in your profile.

Outbound flight: Baltimore, MD (BWI) - Denver, CO (DEN) Tue, Sep 16

Southwest #2151
Baltimore Washington L... (BWI) Depart: Tuesday, 10:05 am
Denver Intl Arpt (DEN) Arrive: Tuesday, 12:05 pm
Stops: 0 Duration: 4h Wanna Get Away: R Fare basis: RCA 579 lbs CO₂

Return flight: Denver, CO (DEN) - Baltimore, MD (BWI) Fri, Sep 19

Southwest #566
Denver Intl Arpt (DEN) Depart: Friday, 01:10 pm
Baltimore Washington L... (BWI) Arrive: Friday, 07:40 pm
Stops: 1 Duration: 4h 30m Wanna Get Away: R Fare basis: RCA 579 lbs CO₂

Govt. Contract Discounted (Refundable) \$334.00	Wanna Get Away (M) / Wanna Get Away (O) \$390.00	Govt. Contract (Refundable) \$544.00
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Choose a credit card: Add a New Credit Card
Travel Charge Card (-4411)

Please choose a credit card and billing information, if applicable. Start Over Previous **Next >>**

STEP 11: Select Flight Payment Type

On the Trip Payment Information page, choose the appropriate payment method from the drop down menu and select the Next button.

Choose a credit card: Add a New Credit Card
Travel Charge Card (-4411)

Please choose a credit card and billing information, if applicable. Start Over Previous **Next >>**

STEP 12: Select Car Rental

The car rental search results page shows a list of rental cars and rates matching the search criteria. The green reserve button and the 3 white stars indicate that this is a government contracted rate and should be the first choice. The red reserve button (not shown) indicates a non-government rate or non-preferred car size which requires a justification. Select the "Reserve" button to choose your car.

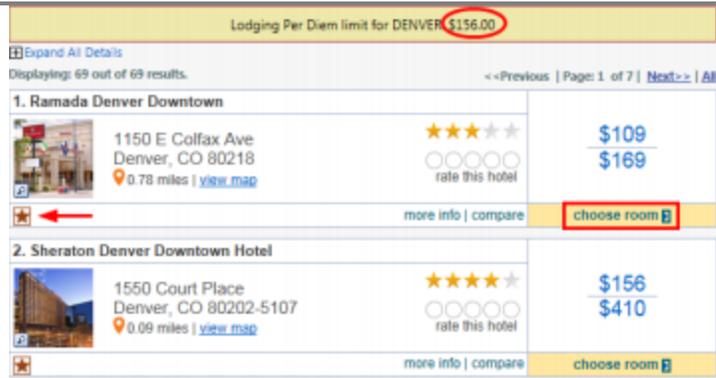
Displaying: 11 out of 72 results. << Previous | Next >> | All

Sorted By: Policy - Most Compliant

Compact Car (Apollo) 3 stars \$42.00 per day (Government rate) Reserve ✓	Unlimited miles Pick-up Terminal: DEN Automatic transmission Total cost: \$218.19*
Compact Car (Apollo) 3 stars \$44.00 per day (Government rate) Reserve ✓	Unlimited miles Pick-up Terminal: DEN Automatic transmission Total cost: \$249.50*

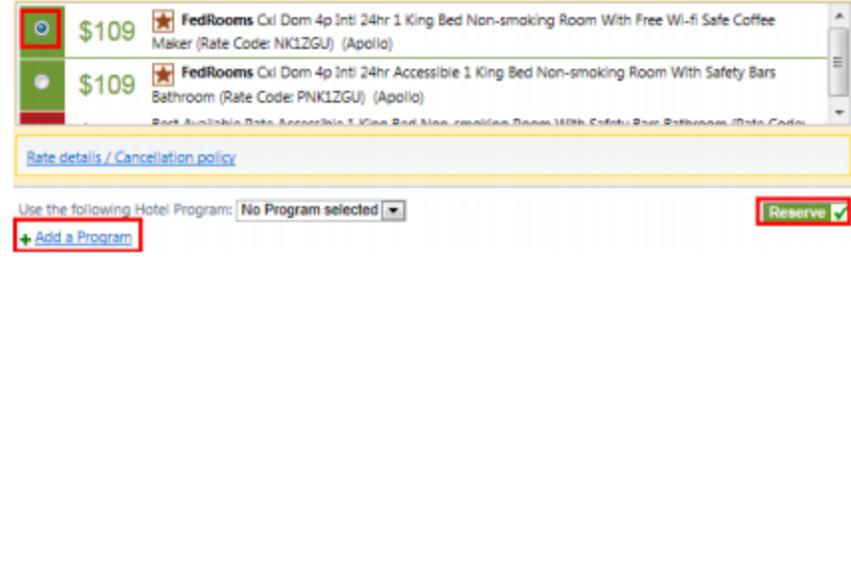
STEP 13: Search Hotel Rates

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. Note: The Per Diem rate for this TDY at the top of the page.



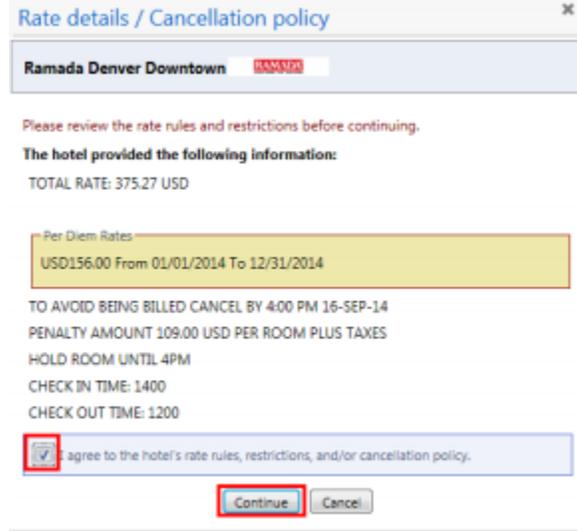
STEP 14: Select Hotel

CGE 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. Yellow (not shown) indicates a FedRooms rate that is not the lowest cost. Red (not shown) indicates that this is not a Fedrooms rate and will require a justification. Choose the room rate by selecting the radio button next to the appropriate room type and rate and selecting “Reserve”. Note: Add your hotel rewards number by selecting “Add a Program” if it is not already included in your profile.



STEP 15: Agree to Hotel Policy

Read the hotel rate details and cancellation policy and select the box next to “I agree to the hotel’s rate rules, restrictions, and/or cancellation policy.” Then select Continue.



STEP 16: Review Travel Details

From the Travel Details page, review all of your reservations before confirming. Important: Notice the ticketing date and cancellation information in the center of the Trip Overview section. 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.

Trip Overview

I want to...
• [Print](#)
• [Email Itinerary](#)
• [Open in Outlook](#)
• [View Trip History](#)
• [Create Template](#)
• [Clone Trip](#)
• [Share Trip](#)
• [Cancel Entire Trip](#)

Trip Name: Trip from Washington to Denver [Edit](#)
Start Date: Sep 16, 2014
End Date: Sep 19, 2014
Created: May 14, 2014, Alex Robinson (Modified: May 14, 2014)
Description: (No Description Available) [Edit](#)
Agency Record Locator: R1TDSG
Passengers: Alex Robert Robinson
Total Estimated Cost: \$958.77 USD [Details](#)

Add to your itinerary

[Car](#) [Hotel](#)
[Parking](#) [Rail](#)
[Taxi](#)

Reservations must be approved and ticketed no later than: 05/15/2014 9:55 PM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

STEP 17: Continued: Review Travel Details

Continue to scroll to the end of the page. If everything is in order, select the Next button to continue. Note: Selecting the Cancel button will cancel the entire trip.

Reservations

Tuesday, September 16, 2014

[Change](#) | [Cancel All Air](#)

Flight Baltimore, MD (BWI) to Denver, CO (DEN)
Southwest 2151

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.

[Next >>](#) [Cancel](#)

STEP 18: Trip Booking Information

On the Trip Booking Information page, enter a description of your trip. This will auto populate on the Authorization. Select a Trip Purpose from the drop down menu. Select "Next" to continue. Note: Only enter a comment for the travel agent when absolutely necessary as this will incur an additional fee.

Trip Name
This will appear in your upcoming trip list.
Trip from Washington to Denver

Trip Description (optional)
Used to identify the trip purpose
Meeting with Region 8 staff

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: [a.alex.robinson@jhs.gov](#)
Send my email confirmation as:
 HTML Plain-text

With my email confirmation...
 Do not include directions to hotels with email

Trip Purpose (Required)
MISSION (OPERATIONAL)

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](#) [Previous <<](#) [Next >>](#) [Cancel](#)

STEP 19: Trip Confirmation

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.

The screenshot displays the 'Trip Overview' section with the following information:

- Trip Name:** Trip from Washington to Denver
- Start Date:** Sep 16, 2014
- End Date:** Sep 19, 2014
- Created:** May 14, 2014, Alex Robinson (Modified: May 14, 2014)
- Description:** Meeting with Region 8 staff
- Trip Purpose:** MISSION (OPERATIONAL)
- Agency Record Locator:** RITDSG
- Passengers:** Alex Robert Robinson
- Total Estimated Cost:** \$958.77 USD

A red warning message states: "Reservations must be approved and ticketed no later than: 05/15/2014 9:55 PM Eastern. The trip will be automatically cancelled if it is not approved before the deadline."

The 'Reservations' section is for Tuesday, September 16, 2014, featuring a flight from Baltimore, MD (BWI) to Denver, CO (DEN) on Southwest 2151. The flight details include a departure time of 10:05 AM, no seat assignment, and a duration of 4 hours nonstop. The confirmation code is M657XQ, with a status of "Booked directly in Southwest /M657XQ".

STEP 20: Confirm Booking

At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.

The screenshot shows the bottom of the page with the text "Almost done... Please confirm this itinerary." and a row of buttons: "Display Trip", "<< Previous", "Confirm Booking->>", and "Cancel". The "Confirm Booking->>" button is highlighted with a red box.

You have successfully booked travel in CGE!

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