

# Crucial Connections

## BOOKING FLIGHT INSTRUCTIONS

1. Review the [Crucial Learning Travel & Expense Policy](#) before booking any travel.
2. Book your flight in Concur following the instructions below.
3. Submit your expense report in the same month you book your flight.
4. [Submit your flight details](#) no later than June 25.

### HOW TO BOOK A FLIGHT IN CONCUR

1. Login to [SAP Concur](#) using your Crucial Learning email address or Okta. If you need help accessing your account or resetting your password, contact [ap@cruciallearning.com](mailto:ap@cruciallearning.com).
  - If you haven't already, set up your Concur account, click the top right "**Profile**" icon and select "Profile Settings". Update all the fields under the "Your Information" and "**Travel Settings**" sections.
2. Go to the "**Trip Search**" section of the homepage, enter your search criteria, then click "**Search**".
  - **To:** SLC – Salt Lake City Airport
  - **Depart:** Flights should arrive no later than 4:00 p.m. on Tuesday, August 6, so that attendees can join the first official event of Crucial Connections, the Welcome Reception held at 6:00-8:00 p.m. at The Red Butte Gardens.
    - If you are required to attend pre-event meetings on Monday or Tuesday, please plan your flight to arrive accordingly. Pre-event meetings are scheduled for select members of the Sales, Product, Technology, and CX&O teams. Ask your manager if you have any questions about your team/department agenda.
  - **Return:** Flights should depart no earlier than 7:00 p.m. MDT on Thursday, August 8 after the concluding session, which ends at 4:00 p.m. at The Little America. If you cannot find a reasonable flight for Thursday, you are permitted to depart Friday, August 9.
3. Select "**View Fares**" of the flight you're interested in. If you cannot find an appropriate flight, change your search parameters in the left column.
4. Choose your flight by click on the "Fare Amount" of your selected flights.
5. You will be redirected to the "**Review and Reserve Flight**" page. Review your flight itinerary and traveler information. Click "**Reserve Flight and Continue**".
6. On the "**Travel Details**" page, scroll to the bottom and select "**Next**". Your ticket is not confirmed and can still be cancelled if you close out on this page.
7. On the "**Finalize**" page, you will see your complete travel itinerary. Edit the trip name and description and click "**Confirm**" to finalize your reservation.
8. Once the "**Trip Confirmed**" page appears, you are officially booked and you will receive a confirmation email from [Travel@concur solutions.com](mailto:Travel@concur solutions.com).