

Select the flight you are interested in by selecting the price.

Once selected you will see the following:

Review and Reserve Flight
REVIEW FLIGHTS

DEPART ☒ **Wed, Sep 13** - Bentonville, AR to San Antonio, TX / 2h 50m layover in Atlanta, GA [View details](#)

Wed, Sep 13	06:00a HUA	→	08:40a ATL	1h 40m	Delta 755	✈	McDonnell Douglas MD-90
Layover in Atlanta, GA							
	11:36a ATL	→	01:04p SAT	2h 28m	Delta 1790	✈	McDonnell Douglas MD-90

RETURN ☒ **Tue, Sep 19** - San Antonio, TX to Bentonville, AR / 1h 47m layover in Atlanta, GA [View details](#)

Tue, Sep 19	12:10p SAT	→	03:30p ATL	2h 28m	Delta 2132	✈	McDonnell Douglas MD-90
Layover in Atlanta, GA							
	05:25p ATL	→	06:19p HUA	1h 54m	Delta 5408	✈	Boeing 737-800

Operated by EXPRESS DELTA CONNECTION

ENTER TRAVELER INFORMATION
Ensure all traveler information below is correct.

Primary Traveler [Edit](#) [Review all](#)

Name: Donna Lee Carter Phone: 479-287-9331 [delete@uark.edu](#)

Frequent Flyer Programs [Add a Program](#)

Program: Delta [002040017](#)

SEAT ASSIGNMENT
Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$334.88	\$75.72	\$405.60
Total Estimated Cost: \$405.60		Total Due Now: \$405.60	

To hold the reservation, you must either select or enter a credit card number. Once you do that, and press the **Reserve** button you will see the following:

Travel Details

TRIP OVERVIEW

I want to... [Book Now](#) [Cancel Trip](#)

Trip Name: Trip from Bentonville to San Antonio [View](#)

Start Date: September 13, 2017

End Date: September 19, 2017

Created: August 08, 2017, Donna Carter (Modified: August 08, 2017)

Description: (No Description Available) [View](#)

Agency Record Location: GAGOWP

Passengers: Donna Lee Carter

Total Estimated Cost: \$405.60 USD [View](#)

Internet! **gogo** **GOGO Wi-Fi IS AVAILABLE ON SOME OF YOUR FLIGHTS.**

Type of pass: All Day Pass \$16.00 each (2) [View](#)

No. of Passes: 2

• \$16.00 each (total price ranges up to \$45.00)

• 24 hours of continuous access on [GOGO](#) Gogo equipped flights with any single [GOGO](#) device

• Expires 1 year from purchase. How would you like to pay?

☒ There are no credit cards defined. [Add credit card](#)

[Purchase Gogo Wi-Fi](#)

By clicking Purchase Gogo "Wi-Fi", you agree to our [Terms & Conditions](#)

[Cancel Wi-Fi](#)

[Cancel Trip](#)

At this point if you need to cancel this trip you can do so, by selecting the Cancel Trip button at the bottom of the page. Otherwise you will click the Next button to finalize the 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.

[Next](#) [Cancel Trip](#)

Once you have finalized the reservation, you will be presented with a screen that says FINISHED. At that point the reserved reservation is emailed to the email address within your profile, with a copy of the itinerary emailed to your Travel Arranger if the arranger is in your profile.

Service Fees

To Contact an Anthony Travel Agent
Phone: 479-595-0741
or (toll free) 888-667-2955
Email: fly@anthonytravel.com

When Issuing a Ticket:

When Ticket is issued using Concur domestic and/or international ticket	\$ 8.00
Contacting an Anthony Agent directly for domestic airline or rail ticket	\$25.00
Contacting an Anthony Agent directly for domestic GROUP airline or rail ticket	\$25.00
Contacting an Anthony Agent directly for international airline or rail ticket	\$35.00
Contacting an Anthony Agent directly for international GROUP airline or rail ticket	\$35.00
Contact an Anthony Agent directly for domestic personal/guest airline or rail ticket	\$25.00
Contact an Anthony Agent directly for international personal/guest airline or rail ticket	\$35.00

When Exchanging a Ticket (using an unused ticket towards another flight):

When exchanging the ticket using Concur domestic and/or international ticket	\$15.00
Contacting an Anthony Agent directly to exchange domestic airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange domestic GROUP airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange international airline or rail ticket	\$35.00
Contacting an Anthony Agent directly to exchange international GROUP airline or rail ticket	\$35.00
Contacting an Anthony Agent directly to exchange domestic personal/guest airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange international personal/guest airline or rail ticket	\$35.00

When requesting a refund on a refundable ticket:

Refund of a domestic GROUP airline or rail ticket (must work with an Anthony Agent)	\$25.00
Refund international GROUP airline or rail ticket	\$25.00
Refund domestic personal/guest airline or rail ticket	\$25.00
Refund international personal/guest airline or rail ticket	\$25.00

Miscellaneous Fees:

When booking a car or hotel reservation ONLY using Concur	\$10.00
Contacting an Anthony Agent directly for Group, Personal, or Guest -Car or Hotel reservation only	\$10.00
After-hours emergency fee	\$25.00
Visa Services	pass thru
International trip notification and risk messaging	no cost



A Traveler's Quick Reference Guide to Using the Concur Online Booking Tool with Anthony Travel

This guide will provide you the information to begin using the Concur Booking tool for purchasing your airline tickets. This tool may also be used to purchase hotel and car rental as needed.



Travel Office Staff

Grace Henderson: 575-5271

Elena Degago: 575-5363

Shavawn Smith: 575-5298

Gina Swanson: 575-7951

Donna Carter-575-8414

Email: uatravel@uark.edu

Step One: Login to Concur

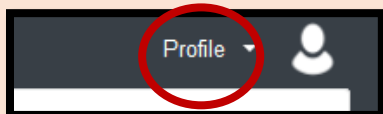
You will receive an email once you have self-registered which will provide you with your User Name and temporary password. (If part of the pilot group, you will not receive the email, but will be notified of your User Name and temporary password)

Website: <https://www.concursolutions.com/>

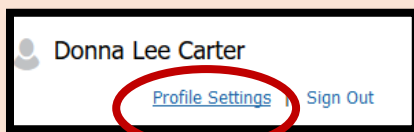
Step Two: Update Profile

This is a very important step. CHANGE YOUR PASSWORD

1. Click **Profile** (top right of screen)



2. Click on **Profile Settings**:



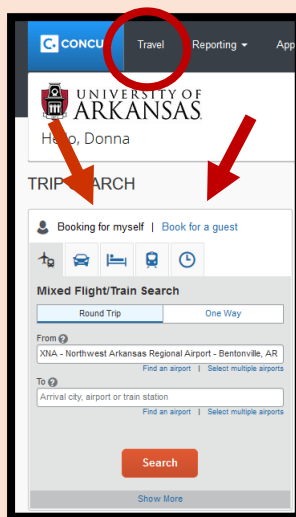
3. **CHANGE YOUR PASSWORD!!** You were given a temporary password. **CHANGE IT** by selecting the **Change Password** link.
4. Click **Personal Information**. Verify that your name is how you want it to appear on your airline tickets-matching either your driver's license OR passport exactly. After December IF IT DOES NOT, CONTACT THE TRAVEL OFFICE
5. Proceed down the page, filling in the information. **PLEASE NOTE:** For telephone numbers, it is a good idea to populate all fields with your cell phone number. That is going to be the method Anthony Travel will use to contact you if your flight has been canceled or rebooking is necessary. You can also include your administrative assistant's email so that they receive itineraries and other information automatically.
6. Add Frequent Travel Programs to automatically attach your frequent flyer numbers to any reservations made.
7. Add TSA Secure Flight Information (**required for any air travel**)
8. If you travel internationally you can enter your passport information here. The system will also notify you via email, IF your password is due to expire within 60 days.

Step Three: Assign Assistant to book on your behalf

This is an optional field where you can assign an administrative assistant to book travel on your behalf. If an assistant has already been identified the name will be displayed. (You can still book your own, but this allows someone else to also book for you)

Step Four: Booking Your Travel

On the **Home** page, the **Trip Search** section appears on the left side of the page, OR you can select the **Travel** tab at the top of the screen.



1. When booking for yourself you will select **Booking for myself**
2. **Please Note:** **Booking for a Guest** would only be utilized if YOU are going to be responsible for bringing a guest in to campus and are booking the trip (where an ADMN TCard will be used to pay for the trip, OR if you are booking a personal trip for a spouse for example who may be traveling with you)
3. To make a flight reservation:
 - Begin by selecting from one of the following flight options:

Flight Search

Round Trip

One Way

Multi City

Select the **From** and **To** locations for the trip.

Click in the Departure and Return Date fields and select the appropriate dates from the calendar. The tool will default to 3 hrs +/- for searching, but is modifiable.

The system will default to looking at Economy flights by price, BUT you can modify to view by **schedule** if you prefer. Now press the ' search button.

A grid will appear at the top, indicating airlines that have available flights. You can select to see only a specific airline by clicking on their logo.

Trip Summary		BENTONVILLE, AR TO SAN ANTONIO, TX WED, SEP 6 - WED, SEP 13			
Round Trip	0 results	Delta	United	American Airlines	Multiple
Stop	375.60 10 results	375.60 6 results	425.60 10 results	325.60 7 results	
Stops			488.71		

OR you can scroll through the flight offerings below the grid to view the flights and information. Select the **View Fares** Button to view all fares for this flight.

Airline	Flight	Class	Stops	Duration	Fare
Delta	06:00a XNA → 01:04p SAT	1 stop	ATL	7h 04m	\$375.00
Delta	12:10p SAT → 06:19p XNA	1 stop	ATL	6h 09m	