



**FCm Travel Solutions (Concur)
Documentation**

**Policies and Procedures
CEAT-Financial Dept
Effective Date: 3/15/2016**

Description: FCm Travel Solutions is the State contracted agency for airfare. FCm is required to provide the lowest ticketed price for airfare from all airline providers.

Purpose: As state employees it is our responsibility to be prudent stewards of OSU funding and choose the lowest priced airfare. In order to make sure all employees adhere to policy and procedure set by the Oklahoma Office of State Finance (50.6.d) we must provide documentation attesting to proper use of state funds.

Process:

1. FCm Travel Site: <https://www.concursolutions.com/>
2. Choose Departure City
3. Choose Arrival City
4. Select Dates and Times
 - a. ± 2 can be adjusted up to ± 9 and is plus or minus X amount of hours
 - i. Example: 9:00 ± 2 shows trips from 7:00 (minus 2 hours) to 11:00 (plus 2 hours)
5. "Search"
6. "Show Matrix" in the top right hand corner of the page
 - a. PRINT THIS SCREEN
 - i. This screen will show the lowest ticketed price based on carrier or multiple carriers
7. Select Fare
8. Choose payment method or "Add credit card"
 - a. FCm Travel Card is preferred bill
9. "Reserve Flight and Continue"
10. Review estimated cost page and "Next"
11. Enter Trip Description
 - a. Business purpose of trip: Conference, Meeting, Etc....
12. Enter email address of financial staff member
13. Enter Department account number (Fund number)
 - a. MUST be formatted in banner format (1-XXXXXX for CEAT Stillwater or 8-XXXXXX for CEAT Tulsa)
14. Choose form of payment
15. Enter in Travel number (Tnumber)
16. "Next"
17. Review information
18. "Purchase Ticket"
 - a. A trip summary will generate with the word "FINISHED" at the top
19. An invoice will be emailed.
 - a. This is proof of payment and must be attached to travel voucher or Pcard statement