

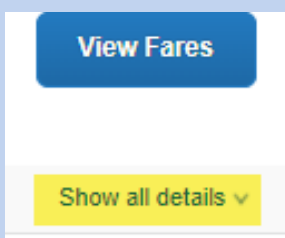
# Booking Flights in Concur?

Whether you're booking for yourself or as a travel arranger ensure university travel takes off without a hitch!

## DO's

Purchase a **Regular Economy** flight for domestic travel

Click "**Show all details**" once you've selected your flight to compare fare options (i.e. cabin codes)



Purchase flights with the following cabin codes:

 **Economy (U)**

 **Economy (S)**

 **Economy (Q)**

## DONT's

**DO NOT** purchase a **Basic or Premium Economy** flight for domestic travel

**DO NOT** book a flight without comparing fare options and ensuring you've selected the correct cabin code

**DO NOT** purchase flights with the following cabin codes:

 **Economy (E)**

 **Economy (B)**

 **Economy (N)**

## Be Prepared

Know what cabin codes to select when booking flights in the Concur System. Basic Economy flights are highly discouraged due to lack of flexibility and Premium Economy flights are only allowable on international travel.

## Be Aware

Airlines have the jurisdiction to change/alter cabin codes at any point in time. If you're unsure of your flight selection, reach out to the WorldTravel Agents for assistance at [uncch\\_travel@worldtravelinc.com](mailto:uncch_travel@worldtravelinc.com) or 877-602-4950