



Airline Reservation/Fare Payment Steps

STEPS:

1. The state's contracted travel agency is Christopherson Business Travel and it is mandatory to use this vendor for air travel arrangements. Log into <https://app.cbttat.com> (AirPortal). Please visit <https://legacy.cbtravel.com/business/profile/stateofla> to create a profile with a username and password.
2. Please keep in mind that faculty and staff who are traveling on College business or to a professional conference are required to select non-refundable fares and that the state's policy is to select lowest cost air fare that meets the traveler's own needs and schedule. As well, faculty and staff should coordinate with the Accounts Payable office on exactly when to proceed with a reservation and paying for the air fare.
3. At the AirPortal screen, select from the menu on the left, "Book Travel" and then "Book/Manage Online Trips." The next screen will be the "Concur" screen. Enter the dates, times, and departing and arriving airports of the itinerary and search for flight options.

NOTE: Be sure that the boxes marked "Hotel" and "Pick up Car at Airport" are not checked.

4. The next screen is a listing of possible flight options. You may either select on the tab to "Shop by Schedule" or select the tab to "Shop by Fares." When shopping by fares, the flight options with the lowest fares appear first. Examine each flight option and scroll through the list to find a suitable flight option, with consideration to your own schedule and needs.

NOTE: Those flight options whose fares do not meet the state policy are marked with a yellow caution triangle.

To select a particular flight option, select the box marked "View Fares", then on the box with the fare amount itself. If your fare selected violates the state policy, you must then select a reason, from a menu, of why you chose that flight option and then enter an explanation. Again, keep in mind that the goal is to utilize the flight option that meets your needs and at the lowest price available.

5. Once the flight is selected, the next screen to appear is "Review and Reserve Flight." Scroll through this screen to the bottom of the page, select the method of payment, which for approved College business or professional travel is the CBA Card *(...1111) and then select the orange box marked "Reserve Flight and Continue."
6. The next screen is the "Travel Details" screen. Scroll through this screen and then, when done, select the blue box at the bottom marked "Next."
7. The following screen is "Trip Booking Information". Review all the information and then click "Next."
8. The last screen will be the "Trip Confirmation" screen, which is a final review. Select the blue box at the bottom of the screen marked "Purchase Tickets" to complete the process and forward the request to the Accounts Payable office.

Approved by Controller's Office Effective 7/1/2021