The Concur booking tool provides a number of filters to help fine-tune your flight, hotel or car search. Here is a roadmap for **Airline searches:**

**Default:** Concur provides a one click booking confirmation by showing **round trip schedules** based on your search parameters. Consider fine-tuning the **search times** in your initial search.

**Matrix:** Use to select Price, Number of Stops, choice of Airline. You can “Show” or “Hide” Matrix:
### Shop by Fares tab:

Use to sort by **Flight Number** or the **Sorted by** tab for Price, Departure Time, Arrival Time, Duration (My Favorite!), Stops, Emissions

<table>
<thead>
<tr>
<th></th>
<th>Alaska Airlines</th>
<th>United</th>
<th>Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 stop</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52 results</td>
<td>450.71</td>
<td>530.69</td>
<td>476.60</td>
</tr>
<tr>
<td></td>
<td>6 results</td>
<td>41 results</td>
<td>1 results</td>
</tr>
<tr>
<td><strong>2 stops</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>212 results</td>
<td>430.82</td>
<td>566.16</td>
<td>480.70</td>
</tr>
<tr>
<td></td>
<td>35 results</td>
<td>86 results</td>
<td>89 results</td>
</tr>
</tbody>
</table>
**Shop by Schedule:** This allows you to sort on one way itineraries if you cannot find the round trip combination you desire. Book your outbound and then search and book your return.
**Slider Bar filters:** Use sliders to narrow in on Departure, Arrival and/or Return Times, or Price.
**Display Settings:** This option is most helpful when flying into an airport with "common" airports and wanting to use the same airport for both arrival and departure. An example is Washington DC and you need to use DCA/Reagan airport for closest proximity to the city and you do not want to see IAD-Dulles or BWI-Baltimore flights.
**Airport Filters:** This option can help you find or avoid a connection through a particular airport. Keep in mind that certain airlines use their airport hubs. Check all will show all options. Or check only those options you choose to see:
Airport Filters

Depart
Departure
- EUG - Eugene, OR ($430.82)

Arrival
- PHL - Philadelphia, PA ($430.82)

Return
Departure
- PHL - Philadelphia, PA ($430.82)

Arrival
- EUG - Eugene, OR ($430.82)

Connecting Airport Filters
- Check All
- ATL - Atlanta, GA
- DCA - Washington, DC
- DEN - Denver, CO
- DFW - Dallas, TX
- DTW - Detroit, MI
- IAH - Houston, TX
- IND - Indianapolis, IN
- LAS - Las Vegas, NV
- LAX - Los Angeles, CA
- MSP - Minneapolis/St Paul, MN
- ORD - Chicago, IL
- PDX - Portland, OR
- PHX - Phoenix, AZ
- RDU - Raleigh/Durham, NC
- SEA - Seattle, WA
- SFO - San Francisco, CA
- SJC - San Jose, CA
- SLC - Salt Lake City, UT
Watch for Car Search tips and Hotel Search tips soon!