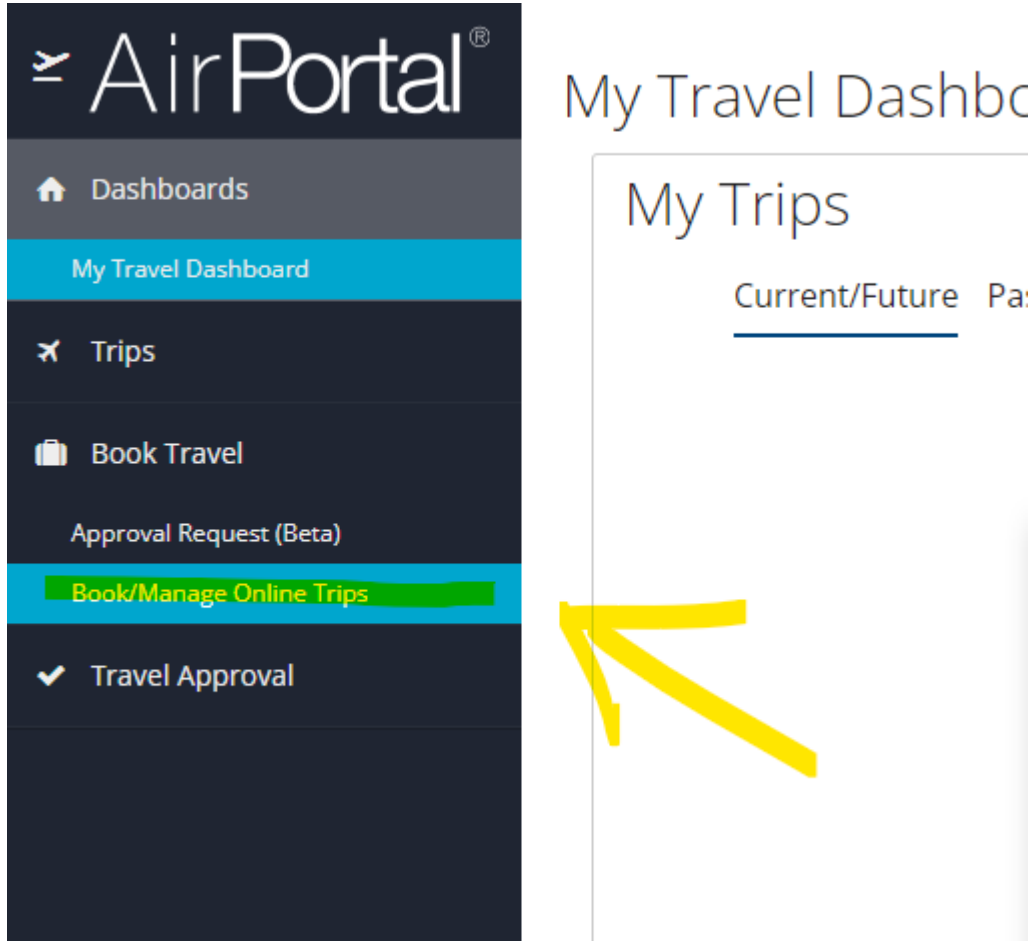


Booking through Christopherson AirPortal – SAP Concur

IMPORTANT Flight requests should only be made Monday through Friday before 2:30p.m. to ensure that they can be approved on the same day.**

1. Once your profile has been approved in AirPortal, select “Book/Manage Online Trips”
2. Click TWICE to be directed to SAP Concur <https://us2.concursolutions.com/home.asp>



3. Enter dates and airport information to search for flights

TRIP SEARCH

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: Departure city, airport or train station

To: Arrival city, airport or train station

Search

COMPANY NOTES

Welcome to the State of Louisiana's online booking tool!

Thank You for Your Business!

Please take a moment to review your profile and ensure that your information is complete. Traveling must be for official state business only. Travelers must follow State of Louisiana PPM49 (<https://www.doa.la.gov/doa/ost/>).

MY TRIPS (0)

You currently have no upcoming trips.

4. Once you've chosen your flight, select "View Fares"

TRIP SUMMARY

Select Flights or Trains

Round Trip

MSY - PHX

Depart: Fri, 08/26/2022

Return: Sat, 08/27/2022

Finalize Trip

NEW ORLEANS, LA TO PHOENIX, AZ

FRI, AUG 26 - SAT, AUG 27

Show as USD

Hide matrix | Print / Email

All	Southwest	American Airlines	Delta	United
99 results				
1 stop 88 results	579.85 12 results	611.68 40 results	611.68 6 results	623.44 30 results
2 stops 10 results	584.35 10 results	—	—	—
3 stops 1 results	588.85 1 results	—	—	—

Shop by Fares | Shop by Schedule

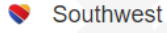
Please note: search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Flight Number Search | Sorted By: Price - Low to High

Displaying: 99 out of 99 results. Previous | Page: 1 of 10 | Next | All

Southwest	04:25p MSY → 05:40p PHX	Nonstop	3h 15m	\$579.85
	07:40a PHX → 03:35p MSY	1 stop SAT	5h 55m	View Fares
Southwest	04:25p MSY → 05:40p PHX	Nonstop	3h 15m	\$579.85
	05:00a PHX → 01:50p MSY	1 stop DEN	6h 50m	View Fares

5. Click on the dollar amount of your flight (this is a blue button)



04:25p MSY → 05:40p PHX Nonstop 3h 15m **\$579.85**
 07:40a PHX → 03:35p MSY 1 stop SAT 5h 55m **Hide Fares**

[Hide all details ^](#)

DEPART ✕ Fri, Aug 26 – New Orleans, LA to Phoenix, AZ [Flight details v](#)

RETURN ✕ Sat, Aug 27 – Phoenix, AZ to New Orleans, LA / 2h 20m layover in San Antonio, TX [Flight details v](#)

Fare Options	Free Checked Bags	Refundable		
Wanna Get Away (R) Rules Benefits/Services	2	No	✓	\$579.85
Wanna Get Away Plus (R) Rules Benefits/Services	2	No	⚠	\$635.06
Anytime (R) Rules Benefits/Services	2	Yes Fees may apply	⚠	\$697.11
Business Select (B) Rules Benefits/Services	2	Yes Fees may apply	⚠	\$767.50

[View more fares](#)
Worldspan

TRIP SUMMARY

Flights Selected

Round Trip
MSY - PHX
Depart: Fri, 08/26/2022
Return: Sat, 08/27/2022

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Fri, Aug 26 – New Orleans, LA to Phoenix, AZ [Hide details ^](#)

Fri, Aug 26 04:25p MSY → 05:40p PHX 3h 15m Southwest 1130
Boeing 737-800 (winglets)

RETURN ✕ Sat, Aug 27 – Phoenix, AZ to New Orleans, LA / 2h 20m layover in San Antonio, TX [Hide details ^](#)

Sat, Aug 27 07:40a PHX → 11:45a SAT 2h 05m Southwest 2112
Boeing 737-800 (winglets)

Layover in San Antonio, TX 2h 20m San Antonio Intl Airport

02:05p SAT → 03:35p MSY 1h 30m Southwest 4378
Boeing 737 MAX 8

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

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

Name: Dylan Hawkins Phone: 504-568-5733 Email:

Frequent Flyer Programs [Add a Program](#)

For Southwest

SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$503.86	\$75.99	\$579.85
Total Estimated Cost: \$579.85			
Total Due Now: \$579.85			

6. Select CBA card, and click "Reserve Flight and Continue"

SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$503.86	\$75.99	\$579.85
Total Estimated Cost:			\$579.85
Total Due Now:			\$579.85


SELECT A METHOD OF PAYMENT

How would you like to pay?

[Add credit card](#)
Please choose a credit card.
 any card

⚠ This is a Non-Refundable Ticket
Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).



E-Ticket
Cabin: WANNA GET AWAY (R)
2 hr, 20 min layover at San Antonio Intl Airport (SAT)

Flight San Antonio, TX (SAT) to New Orleans, LA (MSY)

Southwest 4378

Departure: 02:05 PM
San Antonio Intl Airport (SAT)
Terminal: A

Duration: 1 hour, 30 minutes
Nonstop


Arrival: 03:35 PM
New Orleans Louis Armstrong Intl Airport (MSY)

Additional Details

Aircraft: Boeing 737 MAX 8 Distance: 493 miles
E-Ticket
Cabin: WANNA GET AWAY (R)

Confirmation: 2222JM
Status: Confirmed

Seat: No seat

 [Add to your Itinerary](#)

TOTAL ESTIMATED COST

Air		View Fare Rules
Airfare quoted amount:	\$503.86 USD	
Taxes and fees:	\$75.99 USD	
Total Estimated Cost:	\$579.85 USD	

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

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.

7. Include a Trip Description

TRIP SUMMARY

- ✓ Finalize Trip
 - ✓ Review Travel Details
 - Enter Trip Information**
 - Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip from New Orleans to Phoenix

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Please enter information about this trip then press Next to finalize your 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.

Display Trip << Previous Next >> Cancel Trip

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.

To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from New Orleans to Phoenix

Start Date: August 26, 2022

End Date: August 27, 2022

Created: August 25, 2022, Dylan Hawkins (Modified: August 25, 2022)

Description: (No Description Available)

Agency Record Locator: 24V9IN

Passengers: Dylan Hawkins

Total Estimated Cost: \$579.85 USD

i Airfare must be ticketed by: 08/26/2022 1:00 AM Eastern

Agency Name: CB Travel (State of Louisiana)

Address:

Online Support: 888-535-0179

Email: onlinesupport@cbtravel.com

8. Select "Purchase Tickets"

a. NOTE: this does NOT book your flight. It will notify the Business Office to review and approve your flight.

E-Ticket
Cabin: WANNA GET AWAY (R)

2 hr, 20 min layover at San Antonio Intl Airport (SAT)

Flight San Antonio, TX (SAT) to New Orleans, LA (MSY)

Southwest 4378

Departure: 02:05 PM
San Antonio Intl Airport (SAT)
Terminal: A
Duration: 1 hour, 30 minutes
Nonstop

Confirmation: 2222JM
Status: **Confirmed**

Seat: No seat

Arrival: 03:35 PM
New Orleans Louis Armstrong Intl Airport (MSY)

Additional Details
Aircraft: Boeing 737 MAX 8
Distance: 493 miles
E-Ticket
Cabin: WANNA GET AWAY (R)

TOTAL ESTIMATED COST

Air [View Fare Rules](#)

Airfare quoted amount:	\$503.86 USD
Taxes and fees:	\$75.99 USD
Total Estimated Cost:	\$579.85 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

Make sure you are completing this Monday through Friday BEFORE 2:30p.m. for approval.