



BUSINESS TRAVEL

Northwestern State University  
FLIGHT BOOKING GUIDE

**EFFECTIVE JANUARY 1, 2021**

MUST PURCHASE AIRFARE USING T-CARD/CBA THROUGH STATE CONTRACTED TRAVEL AGENCY

**\*\* AGENT TRANSACTION, WHICH IS NON REFUNDABLE**

- \$24.00 PER DOMESTIC TICKET
- \$31.00 PER INTERNATIONAL TICKET
- \$21.00 PER DOMESTIC TICKET FOR 10+ TAX ON SAME ITINERARY
- \$29.00 FOR INTERNATIONAL FOR 10+ PAX ON SAME ITINERARY

**\*\* ON-LINE BOOKING, WHICH IS NON REFUNDABLE:**

- \$7.00 FOR DOMESTIC OR INTERNATIONAL TICKET

**CHRISTOPHERSON BUSINESS TRAVEL**

5588 S. Green Street, Salt Lake City, UT 84123

CHRISTOPHERSON'S TRAVEL ADVISOR TEAM

TOLL FREE: 800-961-0720

DIRECT: 205-874-8538

HOURS: 7:00 AM - 8:00 PM CT, Monday - Friday

EMAIL: [statela@cbtravel.com](mailto:statela@cbtravel.com) (State Advisor Team)

EMAIL: [statelauniv@cbtravel.com](mailto:statelauniv@cbtravel.com) (University Advisor Team)

CREATE A TRAVEL PROFILE: <https://legacy.cbtravel.com/business/profile/stateofla/>

CHRISTOPHERSON BUSINESS TRAVEL LOGIN: <https://app.cbtat.com/>

ONLINE SUPPORT: [Onlinesupport@cbtravel.com](mailto:Onlinesupport@cbtravel.com)

If you have any questions regarding travel regulations, the use of Christopherson Business Travel , AirPortal, or Concur Online systems, please contact NSU Business Affairs/Travel Department.

**Peggy Crowder**  
357-6750  
[crowderp@nsula.edu](mailto:crowderp@nsula.edu)

**Jennifer Breedlove**  
357-4384  
[breedlovej@nsula.edu](mailto:breedlovej@nsula.edu)

Fax: 357-4985 122 St. Denis Hall – 200 Sam Sibley Drive

**CHRISTOPHERSON**  
BUSINESS TRAVEL

Business Travel | Meetings & Incentives | Vacations | Contact Us

Home » Business Travel » Integrated Travel Technology » State of Louisiana - Create Travel Profile

### CREATE TRAVEL PROFILE

#### Personal Information

Please enter your name as listed on your driver's license or passport.  
TSA requires both Date of Birth and Gender as of March 1, 2009

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

\*Date of Birth:  (mm/dd/yyyy)

\*Gender:  M  F

\*Company E-mail:

**Home Address**

Address Line 1:

Address Line 2:

City:

State:

Zip:

**Work Address**

\* Company Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

#### Credit Card Information

Click the drop-down arrow and select the Credit Card type.

Type:

Number:

Expiration Date (mm/yy):

Credit Card Use:  Air  Car  Hotel

#### Air Preferences

#### Custom Profile Information

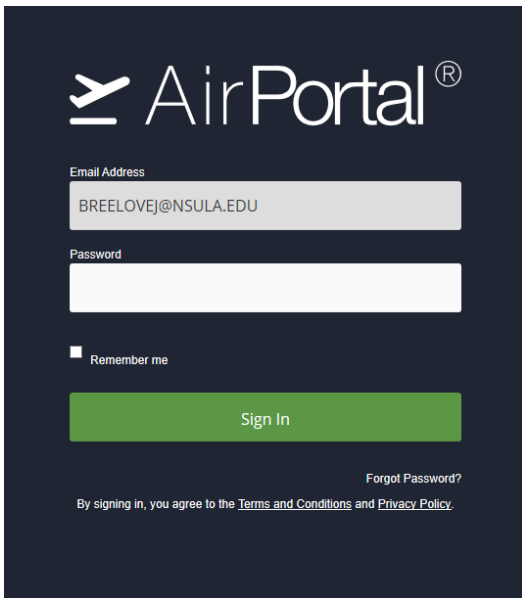
\* Department:

116. All rights reserved. [Privacy Policy](#) | [Terms and Conditions](#)

- Enter your personal information as it appears on your drivers license or passport.
- You must use your @nsula.edu email address in the “Company E-mail” section.
- Your work address will be listed as follows:  
Line 1: NSU—(Department Name)  
Line 2: (Building Name) (Room #)  
City: Natchitoches  
State: Louisiana  
Zip: 71497
- You must enter your T-Card in the “Credit Card Information” section to be stored in your profile, before attempting to book a flight.
- If you do not have a T-Card and will be using the Central Billed Account (CBA) you may leave this section blank.
- Select the department “NORTHWESTERN STATE UNIVERSITY” from the drop down menu, then click “SUBMIT”

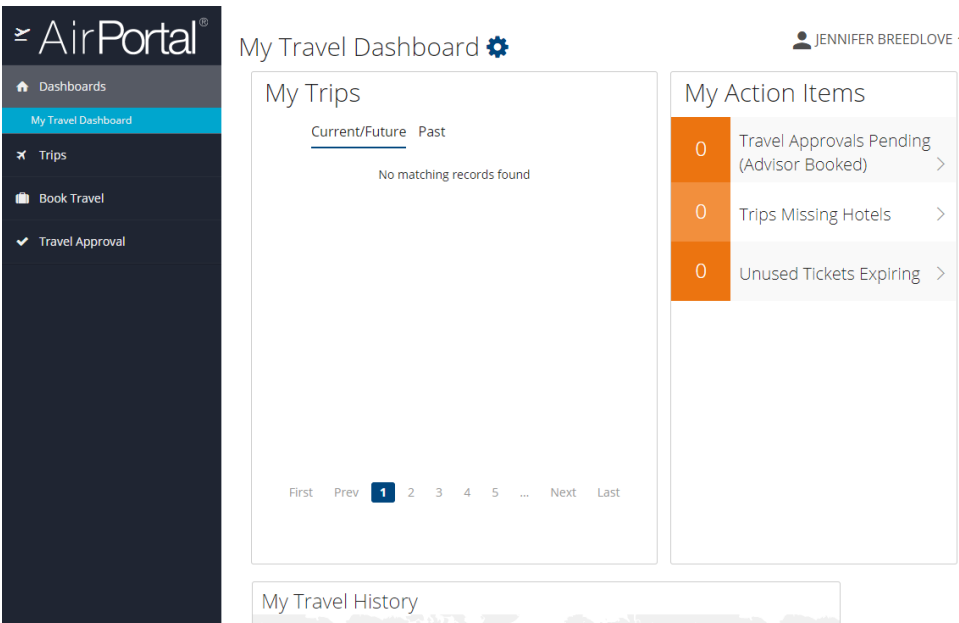
NOTE: It can take up to **72 hours** for your newly created profile to generate the password creation email that will be sent to you.

If after 72 hours you have not received an email from Christopherson Business Travel Air Portal in your Inbox or “Junk” folder, please contact NSU Business Affairs Travel at (318) 357-4384

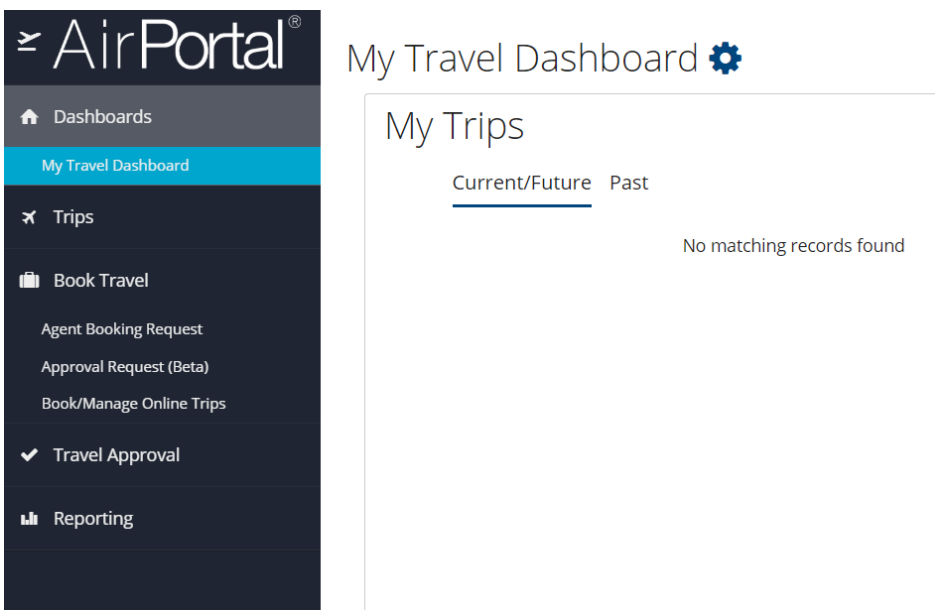


- Log in to AirPortal using your newly created profile information

<https://app.cbttat.com/>



- From the dashboard of AirPortal you will select “Book Travel” from the left hand navigation menu



- Next, select “Book/Manage Online Trips” to book online.

Or

- “Agent Booking Request” to have the Christopherson agent select a flight for you.

SAP Concur | Travel | Profile | Help

Hello, JENNIFER | 00 View Trips

TRIP SEARCH | COMPANY NOTES

Booking for a guest | Book for myself

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

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/Pages/osp/Travel/Index.aspx).

MY TRIPS (0)  
 You currently have no upcoming trips.

- Once you confirm that "Book for Myself" is selected, enter your departure and arrival location, then hit "Search"

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: EVV - Evansville Airport - Evansville, IN

To: AEX - Alexandria Intl Airport - Alexandria, LA

Depart: 03/24/2021 | depart | Morning | ± 3

Return: 03/26/2021 | depart | Morning | ± 3

Pick-up/Drop-off car at airport

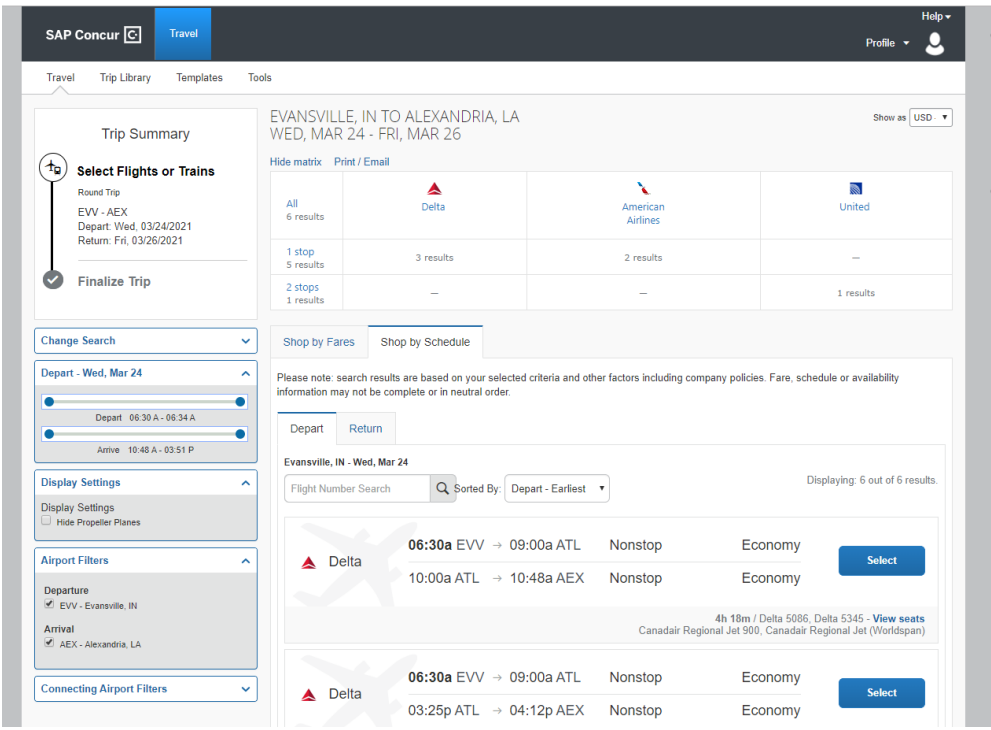
Find a Hotel

Class: Economy class | Search by: Schedule

Flights w/ no double connections

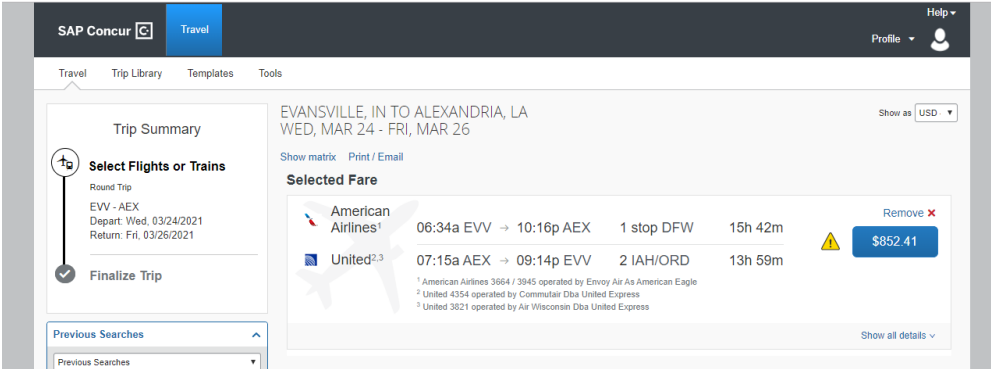
Search

- Enter your departure and arrival times and select "Search"

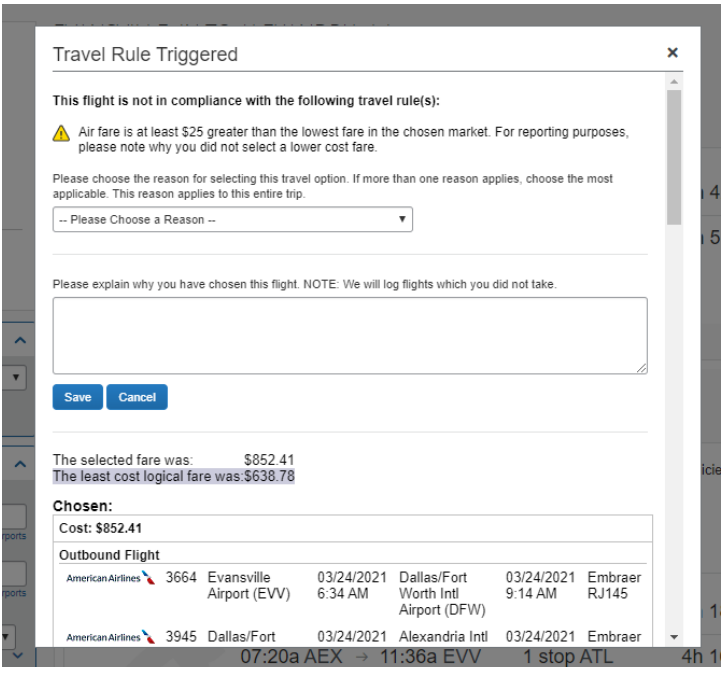


- Flights will then populate and give you the ability to shop by fares or by schedule.

- You can then select the flight that is best suited for your travel needs.



- Once you select your flight you may get a notification that your selected flight requires justification. This rule is triggered when your selected flights are \$25 more than the lowest available fares.



- Please select the reason that best matches your travel needs. This justification will be kept for recording purposes within the Christopherson system.

Previous Searches

Change Search

From: EVV - Evansville Airport - Evansville, IN

To: AEX - Alexandria Intl Airport - Alexandria, LA

Depart: 03/24/2021 dep 08:00 am ± 3

Return: 03/26/2021 dep Morning ± 3

Class: Economy class Search by Schedule

Flights w/ no double connections

Search

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: 5 out of 6 results

Delta 06:30a EVV → 10:48a AEX 1 stop ATL 4h 18m \$638.78

07:20a AEX → 11:36a EVV 1 stop ATL 4h 16m Hide Fares

DEPART Wed, Mar 24 - Evansville, IN to Alexandria, LA / 1h 00m layover in Atlanta, GA

Wed, Mar 24 06:30a EVV → 09:00a ATL 1h 30m Delta 5086 View seats  
Canadair Regional Jet 900

Layover in Atlanta, GA 1h 00m Atlanta Hartsfield-Jackson Intl Airport

10:00a ATL → 10:48a AEX 1h 48m Delta 5345 View seats  
Canadair Regional Jet

RETURN Fri, Mar 26 - Alexandria, LA to Evansville, IN / 1h 01m layover in Atlanta, GA

Fri, Mar 26 07:20a AEX → 10:04a ATL 1h 44m Delta 5144 View seats  
Canadair Regional Jet

Layover in Atlanta, GA 1h 01m Atlanta Hartsfield-Jackson Intl Airport

11:05a ATL → 11:36a EVV 1h 31m Delta 5338 View seats  
Canadair Regional Jet

Fare Details Free Checked Bags Refundable

Main Cabin (U, U, H, H) 0 No \$638.78

Rules Benefits/Services

- If the Travel Rule is not triggered, or if you complete the justification process, then you will select the total amount next to the green check mark.

SAP Concur Travel

Profile Help

Travel Trip Library Templates Tools

Trip Summary

Flights Selected

Round Trip

EVV - AEX

Depart: Wed, 03/24/2021

Return: Fri, 03/26/2021

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART Wed, Mar 24 - Evansville, IN to Alexandria, LA / 1h 00m layover in Atlanta, GA

Wed, Mar 24 06:30a EVV → 09:00a ATL 1h 30m Delta 5086 View seats  
Canadair Regional Jet 900

Layover in Atlanta, GA 1h 00m Atlanta Hartsfield-Jackson Intl Airport

10:00a ATL → 10:48a AEX 1h 48m Delta 5345 View seats  
Canadair Regional Jet

RETURN Fri, Mar 26 - Alexandria, LA to Evansville, IN / 1h 01m layover in Atlanta, GA

Fri, Mar 26 07:20a AEX → 10:04a ATL 1h 44m Delta 5144 View seats  
Canadair Regional Jet

Layover in Atlanta, GA 1h 01m Atlanta Hartsfield-Jackson Intl Airport

11:05a ATL → 11:36a EVV 1h 31m Delta 5338 View seats  
Canadair Regional Jet

- Verify that all of your flight information is correct.

### SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
DL 5086 Main Cabin (U)	<a href="#">View seat map</a>
DL 5345 Main Cabin (U)	<a href="#">View seat map</a>
DL 5144 Main Cabin (H)	<a href="#">View seat map</a>
DL 5338 Main Cabin (H)	<a href="#">View seat map</a>

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$551.05	\$87.73	\$638.78
Total Estimated Cost:			\$638.78
Total Due Now:			\$638.78

### SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

CBA Card\* (...1111)

Use a temporary card (entered below)

Temporary credit card:  Credit card number:  month / year  /

\* Indicates credit card is a company 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](#).

[Back](#)

[Reserve Flight and Continue](#)

- Concur gives you the option to select your preferred seat, however the additional cost of seat selection is not allowed by the State
- You can then select the method of payment. The CBA (Central Billed Account) will be listed as the method of payment along with your T-Card that is stored in your payment profile.
- Select Reserve Flight and Continue.
- You will be emailed a confirmation once the flight has been booked and ticketed.

If you have any questions regarding travel regulations, the use of Christopherson Business Travel , AirPortal, or Concur Online systems, please contact NSU Business Affairs/Travel Department.

**Peggy Crowder**

**357-6750**

[crowderp@nsula.edu](mailto:crowderp@nsula.edu)

**Jennifer Breedlove**

**357-4384**

[breedlovej@nsula.edu](mailto:breedlovej@nsula.edu)

**Fax: 357-4985 122 St. Denis Hall – 200 Sam Sibley Drive**