



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 (State Advisor Team)

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

CREATE A TRAVEL PROFILE: <https://airportal.cbttat.com/enroll/STATEOFLA>

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

ONLINE SUPPORT: 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.

Jennifer Breedlove

318-357-4384

breedlovej@nsula.edu

travel@nsula.edu

134 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

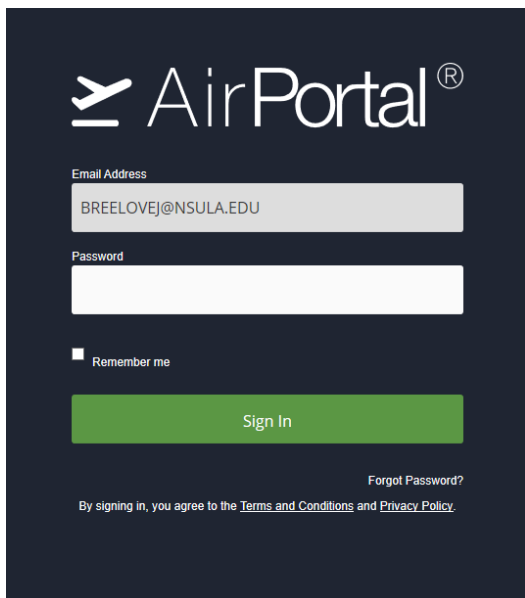
* Department:

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



AirPortal®

Email Address
BREELOVEJ@NSULA.EDU

Password

☐ Remember me

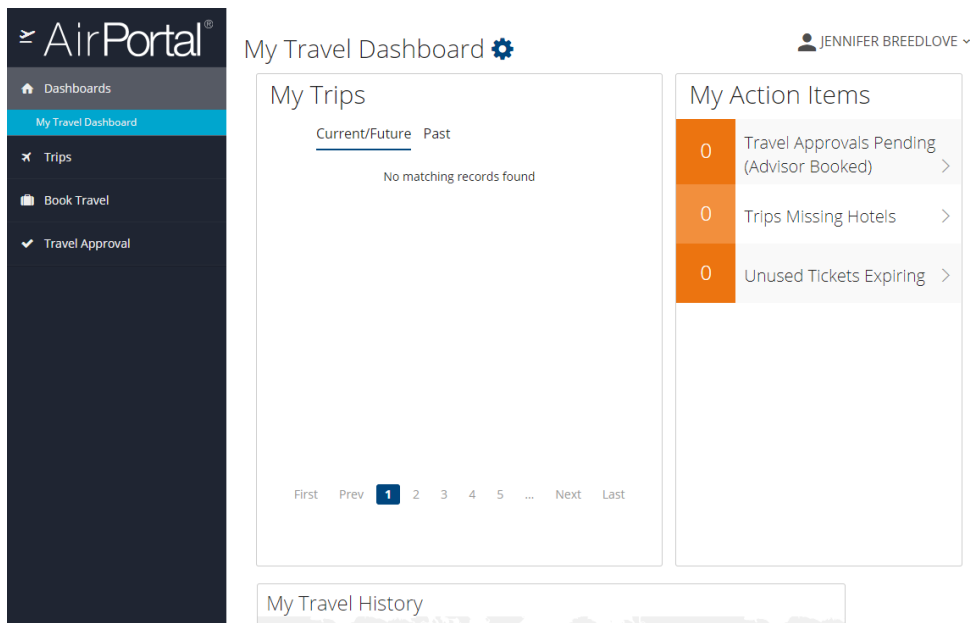
Sign In

[Forgot Password?](#)

By signing in, you agree to the [Terms and Conditions](#) and [Privacy Policy](#).

- Log in to AirPortal using your newly created profile information

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



AirPortal® My Travel Dashboard 

JENNIFER BREEDLOVE 

My Trips
Current/Future Past
No matching records found

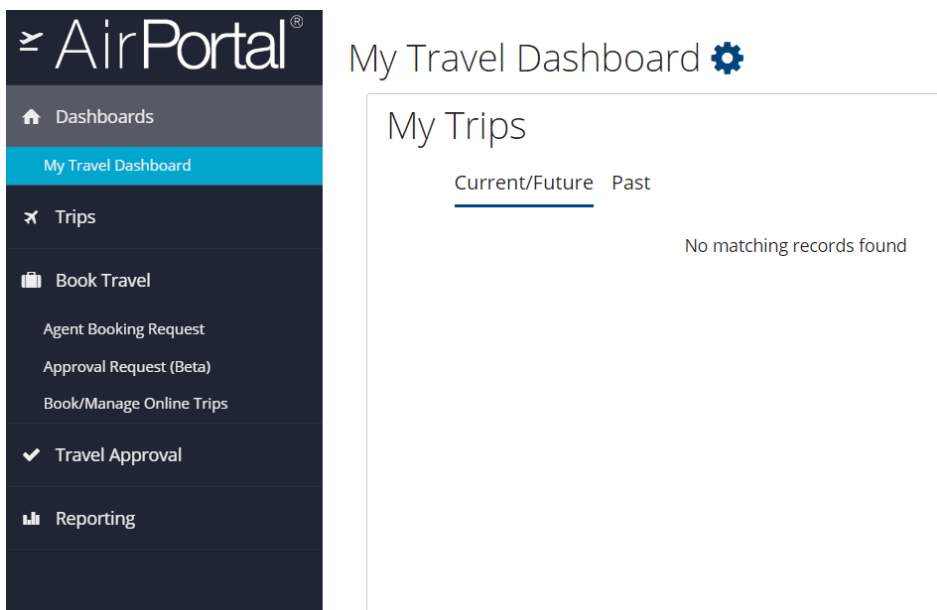
First Prev **1** 2 3 4 5 ... Next Last

My Action Items

0	Travel Approvals Pending (Advisor Booked)	>
0	Trips Missing Hotels	>
0	Unused Tickets Expiring	>

My Travel History

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



AirPortal® My Travel Dashboard 

My Trips
Current/Future Past
No matching records found

Navigation Menu:

- Dashboards
- My Travel Dashboard
- Trips
- Book Travel
 - Agent Booking Request
 - Approval Request (Beta)
 - Book/Manage Online Trips
- Travel Approval
- Reporting

- 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
Find an airport | Select multiple airports

To ?
Arrival city, airport or train station
Find an airport | Select multiple airports

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.dos.la.gov/Pages/osp/Travel/Index.aspx).
Read more

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
Find an airport | Select multiple airports

To ?
AEX - Alexandria Intl Airport - Alexandria, LA
Find an airport | Select multiple airports

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 ? | Search by
Economy class | Schedule

☒ Flights w/ no double connections

Search

- Enter your departure and arrival times and select “Search”

SAP Concur Travel

Travel Trip Library Templates Tools

Trip Summary

Select Flights or Trains

Round Trip

EVV - AEX

Depart: Wed, 03/24/2021

Return: Fri, 03/26/2021

Finalize Trip

Change Search

Depart - Wed, Mar 24

Depart 06:30 A - 06:34 A

Arrive 10:48 A - 03:51 P

Display Settings

Hide Propeller Planes

Airport Filters

Departure

EVV - Evansville, IN

Arrival

AEX - Alexandria, LA

Connecting Airport Filters

EVANSVILLE, IN TO ALEXANDRIA, LA

WED, MAR 24 - FRI, MAR 26

Show as USD

Hide matrix Print / Email

All	Delta	American Airlines	United
6 results			
1 stop 5 results	3 results	2 results	—
2 stops 1 results	—	—	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.

Depart Return

Evansville, IN - Wed, Mar 24

Flight Number Search Sorted By: Depart - Earliest

Displaying: 6 out of 6 results.

Delta	06:30a EVV → 09:00a ATL	Nonstop	Economy	Select
	10:00a ATL → 10:48a AEX	Nonstop	Economy	
4h 18m / Delta 5086, Delta 5345 - View seats Canadair Regional Jet 900, Canadair Regional Jet (Worldspan)				
Delta	06:30a EVV → 09:00a ATL	Nonstop	Economy	Select
	03:25p ATL → 04:12p AEX	Nonstop	Economy	

- 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.

SAP Concur Travel

Travel Trip Library Templates Tools

Trip Summary

Select Flights or Trains

Round Trip

EVV - AEX

Depart: Wed, 03/24/2021

Return: Fri, 03/26/2021

Finalize Trip

Previous Searches

EVANSVILLE, IN TO ALEXANDRIA, LA

WED, MAR 24 - FRI, MAR 26

Show as USD

Show matrix Print / Email

Selected Fare

American Airlines ¹	06:34a EVV → 10:16p AEX	1 stop DFW	15h 42m	Remove
United ^{2,3}	07:15a AEX → 09:14p EVV	2 IAH/ORD	13h 59m	

¹ American Airlines 3664 / 3945 operated by Envoy Air As American Eagle

² United 4354 operated by Commuter Dba United Express

³ United 3821 operated by Air Wisconsin Dba United Express

Show all details

- 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.

Travel Rule Triggered

This flight is not in compliance with the following travel rule(s):

Air fare is at least \$25 greater than the lowest fare in the chosen market. For reporting purposes, please note why you did not select a lower cost fare.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.

Save Cancel

The selected fare was: \$852.41

The least cost logical fare was: \$638.78

Chosen:

Cost: \$852.41

Outbound Flight

American Airlines	3664	Evansville Airport (EVV)	03/24/2021 6:34 AM	Dallas/Fort Worth Intl Airport (DFW)	03/24/2021 9:14 AM	Embraer RJ145
American Airlines	3945	Dallas/Fort Worth Intl Airport (DFW)	03/24/2021 07:20a AEX → 11:36a EVV	Alexandria Intl	03/24/2021 4h 1	Embraer

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

Previous Searches

Previous Searches

Load

Change Search

From

EVV - Evansville Airport - Evansville, IN

Find an airport | Select multiple airports

To

AEX - Alexandria Intl Airport - Alexandria, LA

Find an airport | Select multiple airports

Depart

03/24/2021 dep 08:00 am ± 3

Return

03/26/2021 dep Morning ± 3

Class

Economy class

Search by

Economy class Schedule

Flights w/ no double connections

Search

Depart - Wed, Mar 24

Depart 06:30 A - 06:34 A

Arrive 10:48 A - 03:51 P

Return - Fri, Mar 26

Depart 06:00 A - 10:30 A

Arrive 11:36 A - 09:12 P

Price

Price \$638.78 - \$951.89

Show all details

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

Hide all details

DEPART

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

Hide details

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

Hide details

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

Help

Profile

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

Hide details

Wed, Mar 24 06:30a EVV → 09:00a ATL 1h 30m Delta 5086

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

Canadair Regional Jet

RETURN

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

Hide details

Fri, Mar 26 07:20a AEX → 10:04a ATL 1h 44m Delta 5144

Canadair Regional Jet

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

11:05a ATL → 11:36a EVV 1h 31m Delta 5338

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)	View seat map
DL 5345 Main Cabin (U)	View seat map
DL 5144 Main Cabin (H)	View seat map
DL 5338 Main Cabin (H)	View seat map

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 /

-- Please choose a credit card. --

* 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.

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