









Booking a Rail Trip

If your company is configured to use train service, then the Flight  tab may show Air/Train  and you will also have a Train (rail) only tab . Booking rail is similar to booking a flight. If you are searching under the Air/Train tab for a market that includes rail, Amtrak will display in the search options.


Booking for myself | [Book for a guest](#)


    

WARNING-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

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

Booking for myself | [Book for a guest](#)



Train Search



Amtrak 


Round Trip | One Way | Multi City

From
Departure city or train station

To
Arrival city or train station

Depart
 09:00 am 

Return
 05:00 pm 

Search by
Price 






Search

Select one of the following types of flight options:


- Round Trip
- One Way
- Multi-Segment

Add the Departure City and the Arrival City, dates, and time. You still have the option to search by price or schedule.

Booking for myself | [Book for a guest](#)



Train Search



Amtrak 


Round Trip | One Way | Multi City

From
Washington - Union Station, DC

To
Philadelphia - 30th Street Station, United States of America

Depart
 08/18/2016 09:00 am 

Return
 08/21/2016 05:00 pm 

Search by
Price 
Price
Schedule

Search




When using the Air/Train tab: Note that air and train are only displayed together, they cannot be booked in the same PNR. Also, Amtrak trips will only be displayed when both legs are less than 6 hours:

When searching using the Train Only Tab.

The travel matrix will display your available options. If your site allows for Acela trains, they will be listed in the matrix. Multi-carriers would be combining the Amtrak Regional with Amtrak Acela.

NEW YORK - PENN STATION TO WASHINGTON - UNION STATION
WED, MAY 20 - WED, MAY 27

[Print / Email](#)
[Hide matrix](#)

All 182 results		 Multiple Carriers	
Nonstop 182 results	104.00 42 results	210.00 91 results	316.00 49 results

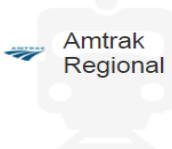
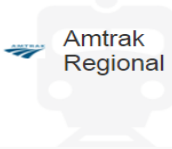
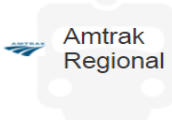
[Show fare display legend](#)

Under the Show details section, you will see the available Regional fares to choose from.

[Shop by Fares](#) [Shop by Schedule](#) Sorted By: [Policy - Most Compliant](#)

Travel Inc. Online Support ~ for Concur Travel technical assistance dial 866-738-6444.


Displaying: 54 out of 54 results. [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next](#) | [All](#)

	09:17a → 11:12a	Direct	1h 55m	\$93.00
	07:36p → 09:42p	Direct	2h 06m	
ROUND TRIP: WASHINGTON - UNION STATION TO PHILADELPHIA - 30TH STREET STATION				
Show all details				
	06:25a → 08:25a	Direct	2h 00m	\$93.00
	07:36p → 09:42p	Direct	2h 06m	
ROUND TRIP: WASHINGTON - UNION STATION TO PHILADELPHIA - 30TH STREET STATION				
Show all details				
	06:25a → 08:25a	Direct	2h 00m	\$93.00
	01:33p → 03:30p	Direct	1h 57m	
ROUND TRIP: WASHINGTON - UNION STATION TO PHILADELPHIA - 30TH STREET STATION				

Click on Show Details to see the train details. You can review the fare rules from this section.

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Travel Inc. Online Support - for Concur Travel technical assistance dial 866-738-6444.
Displaying: 2 out of 2 results.



Amtrak Regional 07:23a → 09:17a Direct 1h 54m **\$39.00**


WASHINGTON - UNION STATION TO PHILADELPHIA - 30TH STREET STATION

[Hide all details ^](#)

DEPART Thu, Jul 21 [Hide details ^](#)

Thu, Jul 21	07:23a 09:17a	WASHINGTON - UNION STATION PHILADELPHIA - 30TH STREET STATION	1h 54m	Amtrak Regional #172	
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Fare Details Refundable Policy



Coach Reserved No  **\$39.00**

[Rules](#)

The Green check mark indicates you the fare is within your company's travel policy.

Click on the desired fare and you will be presented with the Review and Reserve Page.

Trip Summary

-  Train Reservation
-  Finalize Trip


Review and Reserve Train

TRAINS

DEPART Thu, Jul 21 [Hide details ^](#)

Thu, Jul 21	07:23a 09:17a	WASHINGTON - UNION STATION PHILADELPHIA - 30TH STREET STATION	1h 54m	Amtrak Regional #172	
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ENTER PASSENGER INFORMATION

Ensure passenger information below is correct. 

Passenger [Edit](#) | [Review all](#)

Name: William Never **Phone:** 770291-5203

Rewards Program

Amtrak Guest Rewards Number


Scroll down the page to review your selection. You can review the fare rules and select your form of payment and/or add a car.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Train ticket	\$93.00	\$0.00	\$93.00
Total Estimated Cost : \$93.00			
Total Due Now: \$93.00			

SELECT A METHOD OF PAYMENT

How would you like to pay?

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

* Indicates credit card is a company card

FARE RULES AND RESTRICTIONS

Amtrak

Flight # 184 from WAS to PHL ()

Flight # 135 from PHL to WAS ()

- **Ticket non-refundable - penalties may apply**
- Change fee likely applies (plus fare difference, see fare rules)



This is a Non-Refundable Ticket

Carrier rules vary. Highly restrictive fares may result in no remaining value for changes/cancellations or allow preassigned seats. Click on 'fare rules and restrictions' link BEFORE reserving. To continue, click 'Reserve Flight and Continue.'

[Back](#)

[Reserve Train and Continue](#)

Select Reserve Train to continue on through the booking process. Depending on your company's configuration, you may be asked to select a credit card for payment. If so, select the desired card and click **Next**.

Review the Travel Details page (itinerary)

In the Trip Overview page, review the information for accuracy and make any necessary changes or continue on through the booking process by clicking **Next**.

Review the Booking Information page

- Review your information
- Enter or modify your trip name. This is how the trip will appear on your itinerary and in the automated email from Concur.
- Enter a trip description.
- Click **Next**. Concur displays your itinerary on the **Trip Confirmation** page. This itinerary will include any messages about ticketing policies.

Purchase Ticket

- Click **Purchase Ticket** to send your request to the travel agents. The **Finished!** Page shows your confirmation number and information to contact the travel agent.

Payment is provided to Amtrak and processed at the time of confirmation in Concur Travel.