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.

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.
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

<table>
<thead>
<tr>
<th>All</th>
<th>Amtrak Regional</th>
<th>Multiple Carriers</th>
<th>Amtrak Acela</th>
</tr>
</thead>
<tbody>
<tr>
<td>182 results</td>
<td>104.00 42 results</td>
<td>210.00 91 results</td>
<td>315.00 49 results</td>
</tr>
</tbody>
</table>

Under the Show details section, you will see the available Regional fares to choose from.
Click on Show Details to see the train details. You can review the fare rules from this section.

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.

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.
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.*