

ConcurGuest Booking



Concur Technologies

Version 11

October 2, 2015

INSTRUCTIONS FOR GUEST BOOKING

The difference between Employee/Student vs. Guest Booking is that:

Employees and Students prior to booking their trip are required to formally request permission to travel from their supervisor by completing Concur Request.

The Navigation path: Complete Request Supervisor Approval
Book Travel

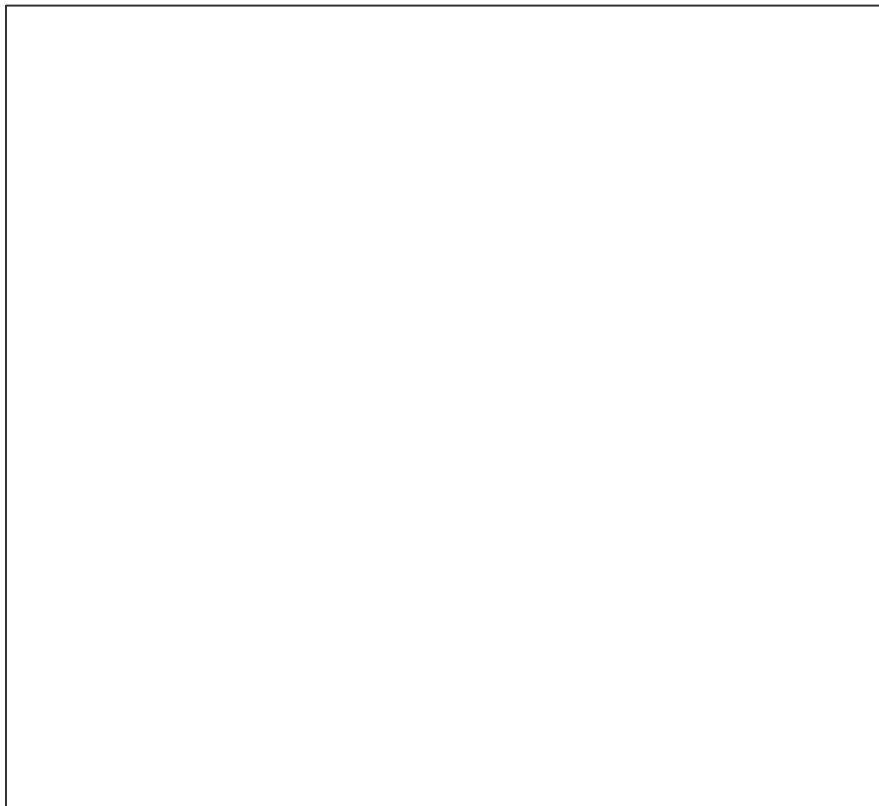
In Booking Guest Travel the Request is completed ~~After~~ ^{Before} booking the trip.

Book Guest Travel Complete Request Supervisor Approval

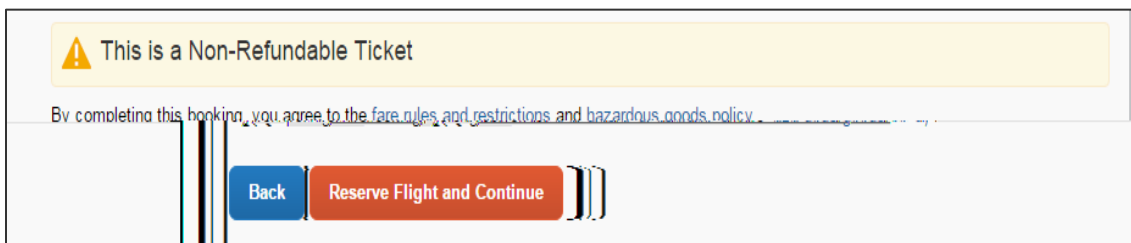
STEPS

1. Log in to Concur
2. Go to your Travel tab
- 3.

4. Choose the appropriate itinerary for your travel dates
5. Once you complete all your itinerary information you will be routed to the Review and Reserve Flight screen.
 - Enter the Traveler Information for your Guest (i.e Name, Birthdate, Frequent Flyer miles if applicable)



6. Click Reserve Flight and Continue



7. Be sure to pay attention to the Blue section of the screen. If the supervisor (Default Approver) does not approve the travel within the specified time frame, the trip will be cancelled and you will need to start over.

I want to...	Trip Name:Multi-Segment Trip (For Mr Lashawn Hoffman) Edit	Add to your Itinerary
Print Itinerary	Start Date:October 31, 2015	Car Hotel
Email Itinerary	End Date:November 01, 2015	
	Created:October 14, 2015, Chandra McCrem (Modified: October 14 2015)	
	Description:(No Description Available) Edit	
	Agency Record Location:13VF7B	
	Passengers:Lashawn Hoffman	
	Total Estimated Cost:\$376.20USD Details	
	Airfare must be ticketed by an agent by 10/15/2015 11:00 PM Eastern	

8. If you need to reserve a hotel fill out the necessary information. Please be advised that this is only a reservation. The hotel is not actually being paid for at this time. Since Guest do not receive cash advances, you would need to call the hotel to receive

9. ClickNext

10.

