Quick Guide: Booking Guest Travel in Concur

How to Book for a Guest Traveler:

Log in to your Concur account at www.concursolutions.com. If you are a first time Concur user, you must first register for a Concur profile. Please visit the Travel Management Page for information on how to register.

Once you are logged in, choose to administer travel for a Guest Traveler.

Enter your Departing and Arriving cities. You may also choose to reserve a car or hotel.
Enter your Guest Traveler’s information.

Concur Guest Booking

Enter the name of the guest traveler you’re booking the trip for. The guest’s trip will be subjected to the “Guest Class” policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your travel name page and be assigned to your account. When you view the itinerary, you will see the traveler’s name on the itinerary.

Please make certain that the First and Last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Look up a previous guest by name:

Personal Information

- Required fields

Title
- Up
- Down

First Name*
- John

Middle Name
- Doe

Last Name*

Email Address*
- JohnDoe@utdallas.edu

Phone number and type*
- 972-682-2200

Work Phone

Reset

Start Over

Reserve your flight choice. You may also use the Print/Email function located above the matrix to share the flight options with the Guest Traveler.
Choose the first option (BTA* card) to direct bill the airfare.

Choose a credit card
Credit cards are indicated by an asterisk (*).
Air BTA (*, 2019)

Use a temporary card (entered below)

Temporary credit card
Credit Card Number

Month / Year

Please choose a credit card and billing information, if applicable.

[Start Over] [Previous] [Next >>]

Enter the remaining TSA-required information regarding the Guest Traveler.

TSA Secure Flight

The Transportation Security Authority (TSA) requires that we transmit information collected from passengers traveling to, from, or through the United States. Failure to provide the requested information may result in fines and penalties, additional screening, or denial of transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA’s web site at https://www.tsa.gov.

Requested Information

- Male  
- Female

- Middle Name

Date of Birth (mm/dd/yyyy): 01/1970

DHS Redress No.

TSA Pre

Known Traveler Number

Please enter the requested information.

[Start Over] [Previous] [Next >>]
If you are not booking a car or hotel, proceed to the last step. If you choose to book a car via Concur, choose your car choice and continue. Please note that only National and Enterprise cars can be direct billed through Concur. All other car rental agencies require a personal credit card to proceed with the reservation. Travelers can request reimbursement upon completion of travel.

If you are not booking a hotel, proceed to the last step. If you choose to book a hotel via Concur, choose your hotel choice and continue. Please note that hotels cannot be direct billed through Concur. A personal credit card will be required to complete the reservation. Travelers can request reimbursement upon completion of travel.

Hotel Per Diem

Locations

Please choose the per diem location for your hotel
### Lodging Per Diem Limit for Dallas County — Dallas County: $113

1. Homewood Studio Suites Hotel
   - Address: 901 E Campbell Rd, Richardson, TX 75081
   - Rating: 3.5 stars
   - Price: $63
   - Details: [view map]

2. Hawthorn Suites by Wyndham Richar...
   - Address: 250 Municipal Dr, Richardson, TX 75080
   - Rating: 3.5 stars
   - Price: $70
   - Details: [view map]

3. DoubleTree by Hilton Hotel Dallas...
   - Address: 1901 North Central Expressway, Richardson, TX 75080
   - Rating: 3 stars
   - Price: $85
   - Details: [view map]

### Hotel Amenities

- Breakfast (B)
- Free Wi-Fi (F)
- Business center (B)
- Fitness center (F)
- Game room (G)
- Golf course (G)

Rate details/Cancellation policy

Use the following Hotel Program: No Program selected

Add a Program

### Trip Payment Information

You do not have any personal credit cards stored in our system.

Choose a credit card

Add a New Credit Card

Company cards are indicated by an asterisk (*).

There are no credit cards defined.

Use a temporary card (enter below)

- Temporary credit card
- Credit Card Number
- Expiration Date: 01/13

Please choose a credit card and billing information, if applicable.
Review and confirm your itinerary by clicking “Next”. Once confirmed, the Guest Traveler’s itinerary will be ticketed and will be subject to any applicable non-refundable fares or fees.