



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.



Travel Profile

Home Trip Library Templates Policy Profile Tools

You are administering travel for: **Me**
 Me
 Guest Traveler

View maps & directions to your hotel on your smartphone.
 Get the free app

Plan your flight, car and hotel:
 e.g. flight from JFK to Paris on Tuesday Search

Air/Rail Car Hotel Rail Flight Status

Travel Alerts
 You haven't signed up to receive e-receipts. Sign up here

Company Notes Travel Map Upcoming Trips Trips Awaiting Approval

For business use only.

For Online assistance please call 877-727-5188 (toll free).
 For Full Service assistance please call 866-366-1142 (toll free).
 Prompt #2 Domestic
 Prompt #3 International
 Hours of operation: 8:00am - 6:00pm CST
 After Hours: 6:01pm - 7:59am CST
 After Hours Toll Free Number 800-441-6512 use VIT Code S-2P2A

Enter your Departing and Arriving cities. You may also choose to reserve a car or hotel.

Plan your flight, car and hotel:
 e.g. flight from JFK to Paris on Tuesday Search

Air/Rail Car Hotel Rail Flight Status

Round Trip One Way Multi-Segment

Departure City **AUS**
 Austin, TX - Bergstrom Intl Arpt
[Find an airport](#) [Select multiple airports](#)

Arrival City **DFW**
 Dallas, TX - Dallas Area Airports
[Find an airport](#) [Select multiple airports](#)

Departure **07/22/2013** depart **9:00am** ± 2

Return **07/23/2013** depart **5:00pm** ± 2

Pick-up/Drop-off car at airport
 Find a Hotel

Specify airline Refundable only air fares

Search flights by: Price Schedule

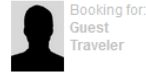
Search

Enter your Guest Traveler's information.

Travel Profile

Home Trip Library Templates Policy Profile Tools

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 home 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 First Name* Middle Name Last Name*

John Doe

Email Address* Phone number and type*

johndoe@utdallas.edu 972-883-2300 Work Phone

Reset

Start Over << Previous Next >>

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.



Travel Profile

Home Trip Library Templates Policy Profile Tools

Austin, TX To Dallas, TX Mon, Jul 22 - Tue, Jul 23

Print / Email
Hide matrix



| All 35 results | American ◆◆ | United ◆◆ |
|-----------------------|----------------------|----------------------|
| Nonstop 16 results | 157.80 16 results | -- |
| 1 stop 19 results | -- | 394.77 19 results |

Show fare display legend

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

Expand All Details

Displaying: 35 out of 35 results. << Previous 1 2 3 4 Next >> | All

| Price | Carrier | Depart | Arrive | Stops | Duration |
|-----------------------|----------|------------|-------------|-------|----------|
| \$157.80 Reserve ✓ | American | AUS 9:15am | DFW 10:20am | 0 | 1h 5m |
| | | DFW 4:15pm | AUS 5:10pm | 0 | 55m |
| \$157.80 Reserve ✓ | American | AUS 9:15am | DFW 10:20am | 0 | 1h 5m |
| | | DFW 6:05pm | AUS 7:00pm | 0 | 55m |

Previous Searches

Previous Searches

Load

Change Flight Search

Outbound - Mon, Jul 22

Depart: 7:04 AM - 10:07 AM

Arrive: 9:00 AM - 2:13 PM

Return - Tue, Jul 23

Depart: 3:05 PM - 6:59 PM

Arrive: 4:00 PM - 11:59 PM

Price

Choose the first option (BTA* card) to direct bill the airfare.

Travel Profile

Home Trip Library Templates Policy Profile Tools

Trip Payment Information

Booking for:
John Doe

Choose a credit card

Company cards are indicated by an asterisk (*).

Air BTA* (...2989) ▾

Use a temporary card (entered below)

Temporary credit card: -- Please choose a credit card. --
Credit Card Number: _____ month / year 8 / 2015

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

Start Over << Previous Next >>

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

Travel Profile

Home Trip Library Templates Policy Profile Tools

TSA Secure Flight

Booking for:
John Doe

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 WWW.TSA.GOV.

Requested Information

DOE, JOHN

Gender Male Female

Middle Name _____ No Middle Name

Date of Birth (mm/dd/yyyy) 1/1/1970

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.

Picking up the car at: (DFW) on Mon, Jul 22 10:20 AM
Returning on Tue, Jul 23 4:15 PM

[Print / Email](#)

[Hide matrix](#)

| All 64 results | Economy Car | Compact Car | Intermediate Car | Intermediate Car Hybrid | Standard Car | Full-size Car | Premi |
|-------------------|-------------|-------------|------------------|-------------------------|--------------|---------------|-------|
| | 29.00 | 29.00 | 30.00 | -- | 31.00 | 31.00 | 43 |
| | 30.00 | 30.00 | 31.00 | -- | 32.00 | 32.00 | 43 |
| | 31.36 | 32.34 | 34.30 | -- | 34.30 | 36.75 | 42 |
| | 31.36 | 32.34 | 34.30 | -- | 34.30 | 36.75 | 42 |
| | 32.00 | 32.00 | 34.00 | 170.49 | 35.00 | 36.00 | 59 |

Booking for:
John
Doe

Total Estimated Cost

| | |
|--------------|-------------------|
| Air | USD 157.80 |
| Total | USD 157.80 |

Car booking options

In-car GPS system Ski rack

Message to Vendor:

Use the following Car Program:

[+ Add car Mileage Program](#)

Change Car Search

Car Display Filters

Unlimited miles
 Air conditioning
 Hybrid

Car Transmission
 Automatic
 Manual

Displaying: 64 out of 64 results.

<< Previous | Page: 1 of 7 | [Next >>](#) | [All](#)


Sorted By: Policy - Most Compliant

Economy Car (Sabre) [E-Receipt Enabled](#) [more info](#)

\$29.00 per day
(Corporate rate)

Unlimited miles
Automatic transmission
Total cost **\$94.12***

[Reserve](#)



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

Booking for:
John
Doe

Search for Locations near:

Country (Select a Country to get a list of locations or States)
United States of America (US)

State/Province
Texas (TX)

Location
Dallas County -- Dallas County

| Lodging Rate | Meals Rate | Incidentals Rate |
|--------------|------------|------------------|
| \$ 113 | \$ 66 | \$ 5 |




Please choose the per diem location for your hotel

[Display Trip](#) [<< Previous](#) [Next >>](#) [Cancel](#)

Lodging Per Diem limit for Dallas County -- Dallas County: \$113

[Expand All Details](#)

Displaying: 77 out of 77 results. << Previous | Page: 1 of 8 | [Next](#) >> | [All](#)

| | | | | |
|---|--|-----------------------------------|--------------------------------------|---------------|
| 1. Homestead Studio Suites Hotel  901 E Campbell Rd Richardson, TX 75081 Yale 1.81 miles view map | | ★★★★★ ○○○○○ rate this hotel | \$63 \$98 more info compare | choose room > |
| 2. Hawthorn Suites by Wyndham Richa...  250 Municipal Dr Richardson, TX 75080 Richardson Crossing 0.96 miles view map | | ★★★★★ ○○○○○ rate this hotel | \$70 \$139 more info compare | choose room > |
| 3. DoubleTree by Hilton Hotel Dalla...  1981 North Central Expressway Richardson, TX 75080 1.18 miles view map | | ★★★★★ ○○○○○ rate this hotel | \$85 \$179 more info compare | hide rooms v |

| | | |
|----------------------------------|------|--|
| <input checked="" type="radio"/> | \$85 | State Government - 2 Double Beds-nonsmoking Comp Hi Speed-sweet Dreams Experience Bed (Rate Code: A00A1W) (Sabre) |
| <input type="radio"/> | \$85 | State Government - 1 King Bed-nonsmoking Comp Hi Speed-sweet Dreams Experience Bed (Rate Code: A03A1W) (Sabre) |
| <input type="radio"/> | \$85 | State Government - 2dbl Mobility/hearing Access Bathtub No Smok Vis Firearm/door/phn Airt (Rate Code: A0HA1W) (Sabre) |
| <input type="radio"/> | \$85 | State Government - 2 Dbl Mobility/hearing Access Ri Shwr No Smok Vis Firearm/door/phn Airt (Rate Code: A0GA1W) (Sabre) |

[Rate details / Cancellation policy](#)

Use the following Hotel Program: [Add a Program](#)

neighborhood

- Apartamentos Torre (2)
- Canyon Creek (1)
- Chisholm Place Apartments (1)
- Hamilton Park (8)
- Inwood (4)
- Melshire Estates (1)
- Northwood Hills (1)
- Pebblebrook Village (1)

Hotel chain

Chain Superchain

- Best Western (2)
- BT Advantage (1)
- Candlewood Stes (3)
- Cendant Trip Rewards (0)
- Comfort Inns (1)
- Comfort Suites (2)
- Courtyard (3)
- Days Inn (2)

[Check All](#) | [Reset](#)

Hotel Amenities

- Breakfast (40)
- Broadband Internet (52)
- Business center (51)
- Convention center (0)
- Dry cleaning (43)
- Fitness center (54)
- Game room (9)
- Golf course (9)

Hotel amenities may change over time and without notice. Not all hotels have provided their amenities list.

Trip Payment Information

Booking for: John Doe

You do not have any personal credit cards stored in our system. Click [Add a New Credit Card](#) to add a credit card.

Choose a credit card [Add a New Credit Card](#)

Company cards are indicated by an asterisk (*).

There are no credit cards defined. v

Use a temporary card (entered below)

Temporary credit card: Credit Card Number: month / year /

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

<< Previous Cancel

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.

Travel Details

Booking for:
John
Doe



Trip Overview

I want to...

- [Print](#)
- [E-mail Itinerary](#)

Trip Name: Trip from Austin to Dallas (For John Doe) [\(Edit\)](#)

Start Date: Jul 22, 2013

End Date: Jul 23, 2013

Created: Jun 18, 2013, Hayley Berk (Modified: Jun 18, 2013)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: HWHGCW

Passengers: John Doe

Total Estimated Cost: \$157.80 USD [\(Details\)](#)

[Change frequent flyer program](#)

Add to your Itinerary



Car



Hotel

Reservations

Monday Jul 22, 2013



Flight Austin, TX (AUS) to Dallas, TX (DFW) [Change](#) | [Cancel all Air](#)

American 1356

Departure: 9:15 AM

Seat: No seat assignment #/ [Select Seat](#)

We were unable to confirm a seat assignment. Click on "Select Seat" to view the seat map and manually select your seat. If you can not secure a desired seat, use the "Comments to Agent" box at the AIRCRAFT: Super 73U-3U

E-Ticket

Cabin: Economy (0)

Confirmation: HWHGCW

Status: Confirmed

Distance: 163 miles



[Add to your Itinerary](#)

Total Estimated Cost

Air [View Fare Rules](#)

Airfare quoted amount: \$126.50 USD

Taxes and fees: \$31.30 USD

Total Estimated Cost: \$157.80 USD

Restrictions

Quote: NONREF/SVCCHGPLUSFAREDIF/CXL BY FLT TIME OR NOVALUE

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

YOUR COMMENTS ARE IMPORTANT TO US. PLEASE COMPLETE
SHORT CUSTOMER SERVICE SURVEY BY ACCESSING
APPS.UTSYSTEM.EDU/TRAVELSURVEY

DURING NORMAL BUSINESS HOURS, PLEASE CONTACT
CTP AT 866-366-1142
OUR OFFICE HOURS ARE 800A-600P CST MONDAY-FRIDAY

FOR AFTER HOURS EMERGENCIES ONLY
CALL CCRA 800-441-6512 AND USE VIT CODE S2P2A
THERE IS A 16.00 CHARGE PER CALL/PER RESERVATION
PLUS ADDL. FEES FOR INTERNATIONAL CALLS AND TICKETING

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#)

[Cancel](#)