

## Booking Guest Travel in Concur – Quick Guide

### How to Book for a Guest Traveler

1. Log in to your Concur account at [www.concursolutions.com](http://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.
2. Once you are logged in, choose to administer travel for a Guest Traveler.

The screenshot shows the Concur web application interface. At the top, there are logos for CTP (Corporate Travel Planners), Concur, and The University of Texas at Dallas. The navigation bar includes 'Travel' and 'Profile' tabs. A dropdown menu in the top right corner shows 'You are administering travel for:' with options 'Me' and 'Guest Traveler'. The main content area features a 'Travel Alerts' section, a 'Company Notes' section with contact information, and a 'Plan your flight, car and hotel' section with a search bar and filters.

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

The screenshot shows the 'Plan your flight, car and hotel' search form in the Concur application. The form includes fields for Departure City (Austin, TX - Bergstrom Intl Arpt), Arrival City (Dallas, TX - Dallas Area Airports), Departure Date (07/22/2013), and Return Date (07/23/2013). It also has checkboxes for 'Pick-up/Drop-off car at airport' and 'Find a Hotel', and a 'Search' button.

## 4. Enter your Guest Traveler's information.

Travel
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### 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\*
Work Phone

john.doe@utdallas.edu
972-883-2300

Reset

Start Over
<< Previous
Next >>

## 5. 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.

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Travel
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Tools

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

Print / Email Hide matrix

All	American	United
35 results	157.80 16 results	--
Nonstop	157.80 16 results	--
1 stop	--	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.

Price	Carrier	Depart	Arrive	Stops	Duration
\$157.80	American	AUS 9:15am	DFW 10:20am	0	1h 5m
Reserve		DFW 4:15pm	AUS 5:10pm	0	55m
\$157.80	American	AUS 9:15am	DFW 10:20am	0	1h 5m
Reserve		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

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

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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 >>**

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

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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](http://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 >>**

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8. 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.

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Concur

UT DALLAS THE UNIVERSITY OF TEXAS AT DALLAS

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
Budget	29.00	29.00	30.00	--	31.00	31.00	43
AVIS	30.00	30.00	31.00	--	32.00	32.00	43
enterprise	31.36	32.34	34.30	--	34.30	36.75	42
National	31.36	32.34	34.30	--	34.30	36.75	42
Hertz	32.00	32.00	34.00	170.49	35.00	36.00	59

Displaying: 64 out of 64 results.

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

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

9. 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

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

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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](#)

**State Government - 2 Double Beds-nonsmoking Comp Hi Speed-sweet Dreams Experience Bed (Rate Code: A00A1W) (Sabre)**  
\$85

**State Government - 1 King Bed-nonsmoking Comp Hi Speed-sweet Dreams Experience Bed (Rate Code: A03A1W) (Sabre)**  
\$85

**State Government - 2dbl Mobility/hearing Access Bathtub No Smok Vis Firearm/door/phn Airt (Rate Code: A0HA1W) (Sabre)**  
\$85

**State Government - 2 Dbl Mobility/hearing Access Ri Shwr No Smok Vis Firearm/door/phn Airt (Rate Code: A0GA1W) (Sabre)**  
\$85

[Rate details / Cancellation policy](#)

Use the following Hotel Program: No Program selected [Add a Program](#)

[Reserve](#)

**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)
- ☐ Candant 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. ▼

☒ Use a temporary card (entered below)

Temporary credit card:  Credit Card Number:  month / year: 8 / 2015

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

[Display Trip](#) << Previous [Reserve Hotel](#) Cancel

10. 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.



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## 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: HWHGCV

Passengers: John Doe

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

[Change frequent flyer program](#)

#### Add to your Itinerary



### 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](#)

**Confirmation: HWHGCV**

Status: **Confirmed**

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 MD-80

Distance: 163 miles

E-Ticket

Cabin: Economy (0)



[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  
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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  
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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](#)