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 booking the trip.

Book Guest Travel Complete Request Supervisor Approval

STEPS

1. Log in to Concur
2. Go to your Travel tab
3. On the left hand side of the screen choose Book for a Guest
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.

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 a Credit Card Authorization (CCA) form. Once you receive that form and complete the form, please submit the CCA form to concurhelpdesk@msm.edu along with the name(s) of the traveler(s) and the date(s) they will be staying at the hotel. If this is not done the hotel will ask the Guest for a personal credit card and you would have to reimburse the Guest through Concur once they return.

   - **Note:** Once the WellsFargo P-Cards are implemented, travelers will be able to use the department’s P-Card to complete the Credit Card Authorization Form.
9. Click **Next**

10. In the Request ID section, type **GUEST** then click **NEXT**.

   - **Note:** If you type GUEST in the Request ID section for non-guest related travel, the system will generate an error and send it to the Concur Administrators. After that, your trip will be cancelled and you will have to start over.

11. After you confirm your booking, a Request will automatically be generated for you in Concur. Please make sure you select **Guest** for **Traveler Type** and **Guest Booking** in the **Booking Type**. Complete the rest of the Request by following the instructions beginning on page 23 of the Workbook you received during Concur Phase II Training.