

Concur Guest Booking



Concur Technologies

Version 1.1

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.

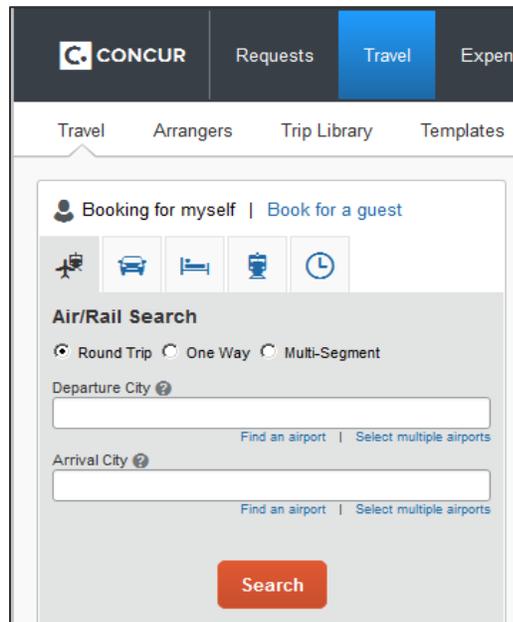
The Navigation path: Complete Request  Supervisor Approval 
Book Travel

In Booking Guest Travel the Request is completed **After** 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**



The screenshot shows the Concur web interface. At the top, there are navigation tabs: 'CONCUR', 'Requests', 'Travel' (highlighted in blue), and 'Expens'. Below this, there are sub-tabs: 'Travel', 'Arrangers', 'Trip Library', and 'Templates'. The main content area has a header with 'Booking for myself' and a link to 'Book for a guest'. Below this are icons for different travel modes: Airplane, Car, Hotel, Train, and Clock. The 'Air/Rail Search' section is active, showing radio buttons for 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. There are input fields for 'Departure City' and 'Arrival City', each with a search icon and a link to 'Find an airport | Select multiple airports'. A red 'Search' button is at the bottom.

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)

Review and Reserve Flight

REVIEW FLIGHTS

Outbound flight: Atlanta, GA (ATL) - Chicago, IL (MDW) Sat, Oct 31

 Delta #0762	Hartsfield Intl Arpt (ATL) Depart: Saturday, 04:24 pm <small>Stops: 0 Duration: 2h Economy: V Boeing 717</small>	Midway (MDW) Arrive: Saturday, 05:24 pm
---	--	--

Return flight: Chicago, IL (MDW) - Providence, RI (PVD) Sun, Nov 1

 Delta #2120	Midway (MDW) Depart: Sunday, 10:30 am <small>Stops: 0 Duration: 1h 53m Economy: Q Boeing 717</small>	Hartsfield Intl Arpt (ATL) Arrive: Sunday, 01:23 pm
 Delta #2104	Hartsfield Intl Arpt (ATL) Depart: Sunday, 02:54 pm <small>Stops: 0 Duration: 2h 28m Economy: Q McDonnell Douglas MD-80</small>	T F Green St Arpt (PVD) Arrive: Sunday, 05:22 pm

ENTER TRAVELER INFORMATION

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.

Guest Traveler

Manual Entry
 Look up a previous guest by name:

Title Legal First Name Middle Name (on ID) No Middle Name Legal Last Name

Gender Date Of Birth

Known Traveler Number DHS Redress No.

6. Click **Reserve Flight and Continue**

 **This is a Non-Refundable Ticket**

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Back
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... Print Itinerary E-mail Itinerary	Trip Name: Multi-Segment Trip (For Mr Lashawn Hoffman) (Edit) Start Date: October 31, 2015 End Date: November 01, 2015 Created: October 14, 2015, Chandra McCrary (Modified: October 14, 2015) Description: (No Description Available) (Edit) Agency Record Locator: N3VF7B Passengers: Lashawn Hoffman Total Estimated Cost: \$376.20 USD (Details) Airfare must be ticketed by an agent by: 10/15/2015 11:00 PM Eastern	Add to your Itinerary  Car  Hotel
--	--	---

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.

Expense App Center

Templates Tools

Find a Hotel

Check-in Date: 10/31/2015 Check-out Date: 11/01/2015

Find hotels within 5 Distance Units miles of

Airport Address
 Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Chicago, IL

With names containing: _____

Prefer the following chains

Hotel Memberships
No vendors in profile.

Hotel Vendors

- Any Vendor
- Carlson Brands (All) *
- Choice Brands *

* Indicates major vendor.

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.

Approved Request ID (Employees must have approved Request before confirming travel) [Required]

GUEST

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.

