

How to Book as a Travel Arranger/Assistant

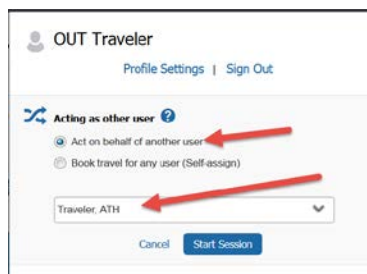
Help! I need to book travel for another Concur user. How do I do that?

You will use this procedure when you are booking on behalf of another Concur user.

This is not the procedure to follow if you are booking for a guest (someone without a Concur login).


Note: You can self-assign as a travel arranger/assistant for another employee. This gives you the rights to book travel (under the Travel header in Concur) but nothing else. To book travel on behalf of another Concur user, you must also be their delegate. Being a delegate gives you the permissions to see the Request. The user must login to Concur and give you the permission to be their delegate.


Login to Concur as yourself. Click on your name, and select “Act on behalf of another user”. Enter the employee’s last name, followed by their first name, or enter their EMPLID. Click on the user’s name, and then select Start Session.



Booking for another employee should always begin from the approved request. Navigate to Requests, then to Manage Requests.

An approved request, with option 1 or 3 selected on the request header for “How will you be booking your Travel?” will have a book link beside the request.

How will you be booking your travel?  Destination City (Req)

5-Urgent Request created from Travel Bc 


- 1-Booking air, hotel and/or car rental online in Concur Travel
- 2-Booking outside of Concur Travel
- 3-Verbal Supervisor Approval – Urgent booking online in Concur
- 4-Verbal Supervisor Approval – Urgent booking outside of Concur
- 5-Urgent Request created from Travel Booking – Verbal Approval
- 6-Request created from Travel Booking - Needs Approval


<input type="checkbox"/>	VORTEX SE 2nd IOP VORTEX SE second Intensive Operations Period for field research.	3AAG	Pending on-line Booking	03/22/2016	03/21/2016	\$383.50	\$0.00	\$0.00	Book
				03/26/2016					

Click on the **Book** link.

You will be defaulted into the airline. Enter your search criteria for the flight you need.

On the right side of the screen, you will see the available flights for the time frame specified. Click on [Flight Details](#) for additional information.

3.  Flights available within our travel policy (lowest price).




4.  Flights outside our travel policy. These flights can be selected but require an exception reason.

Due to Southwest's integration with Concur, Blue View fares buttons will be displayed initially. Green and Yellow Select buttons will be displayed after the View fares button is clicked.

OKLAHOMA CITY, OK TO DENVER, CO

TUE, DEC 1 - FRI, DEC 4

[Print / Email](#)
[Hide matrix](#)

This table is All a 38 results clickable matrix of Nonstop lowest fare prices stop by 29 results vendor and 2 stops fare 7 results			
	--	257.00 1 results	265.20 1 results
	308.20 9 results	314.00 5 results	398.70 15 results
329.20 7 results	--	--	--

[Baggage Fee Policies](#)

[Show fare display legend](#)





[Shop by Fares](#)
[Shop by Schedule](#)

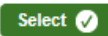
Sorted By: [Custom](#)


[Expand All Details](#)

Displaying: 38 out of 38 results.

<< Previous 1 2 3 4 Next >> | [All](#)

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$257.00 View fares	 Southwest	OKC 06:20 am → DEN 07:05 am DEN 03:50 pm → OKC 06:15 pm	0 0	1h 45m 1h 25m	
Compare		More like this	Flight details		
\$265.20 Select	 United	OKC 06:15 am → DEN 07:23 am DEN 12:40 pm → OKC 03:15 pm	0 0	2h 8m 1h 35m	
Compare		More like this	Flight details		

Review the flight availability and select a flight by clicking on .

If you select a **Select**  button you will receive a Travel Policy Violation message. Select from the drop down box your reason for selecting a flight that is outside our travel policy.

Travel Policy Violation

This flight is not in compliance with the following travel rule(s):

Air Fare is greater than the least cost logical airfare plus 1.00 dollars

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

-- Please Choose a Reason --

AIRPORT IN DESTINATION CITY

AIRPORT IN ORIGINATING CITY

CHANGE OF PLANE REQUIRED

COMPANY LIMIT ON NUMBER OF EMPLOYEES ON FLT

BUSINESS SCHEDULE CONFLICT

MEDICAL APPROVAL

EXECUTIVE TRAVEL

BUSINESS/FIRST CLASS APPROVED

RESTRICTED AIRFARE REFUSED

NON REFUNDABLE/PENALTY FARE REFUSED

ADDITIONAL PERSONAL TRAVEL

APPROVED BY TRAVEL MGR

BUSINESS/FIRST CLS AT COACH FARE

TRAVELING WITH VIP

REFUSED CONNECTING CITY

The selected fare was: \$265.20

The least cost logical fare was: \$257.00

Chosen:

Cost: \$265.20

Outbound Flight

UNITED

3861

Will Rogers
World Arpt
(OKC)

12/01/2015
6:15 AM

Denver Intl
Arpt (DEN)

12/01/2015
7:23 AM

DHC8
Dash
8-400

Return Flight

Review the flight details and traveler information.

If this is the flight you wish to book, you may select your seat assignment at this time by clicking on **Select Seats**.

Note: Southwest does not have an option for selecting seats.

Click the seat you wish to select and then click **Select Seat**.

Click **Close**.

Assign your seats for all legs of your trip.

Review the method of payment and make any necessary changes. (Method of payment should be your University travel card.)

On the **Review and Reserve Flight** page, verify all information and select

Reserve Flight and Continue

On the **Travel Details** page, review the details of your reservation and the **Total Estimated Cost** and then click **Next**.

Total Estimated Cost	
View Fare Rules	
Air	
Airfare quoted amount:	\$234.42 USD
Taxes and fees:	\$45.78 USD
Air Total Price:	\$280.20 USD
Hotel:	\$94.00 USD
Car:	\$89.46 USD
Total Estimated Cost:	\$463.66 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.	
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	

On the **Trip Booking Information** page, complete the **Trip Name** and **Trip Description** fields. You can ignore the question “Apply an unused ticket to this reservation?” You must enter the Request ID of the approved request.

Click **Next** if you are ready to purchase the trip or select **Hold Trip** if you are not ready to purchase the trip.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to: [?](#)

Your itinerary can be sent to multiple recipients

Send my email confirmation as

☒ HTML ☐ Plain-text

Tript Privacy

☒ Share trip destination and dates with your Tript Connections and Groups.

☐ Make this trip private

Apply an unused ticket to this reservation? [Required]

Request ID [Required]

You may HOLD this reservation until: 08/12/2016 12:59 am Central

Please enter information about this trip then press Next to finalize your reservation. 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.

Display Trip

Hold Trip

<< Previous

Next >>

Cancel

Required fields are noted. The Request ID is the ID number assigned to the Request when created. If a Request was not created, type in NONE.

TIME CONSTRAINTS EXIST WHEN YOU BOOKING INCLUDES AIRFARE!
This line shows you how long you can place a trip on hold before you either need to purchase the ticket (by clicking next) or it will auto cancel. **Note:** Placing a reservation on HOLD does not guarantee the prices will not change.

On the next page, click [Confirm Booking](#).

Once you receive the [Finished!](#) page, scroll to the bottom for the options to print or email your itinerary.

When the booking is complete:

- Navigate to [Travel, Upcoming Trips](#).
- Prior to the completion of the trip, [Cancel Trip](#) will be the [Action](#).
- Once the trip is complete, the expense link will appear under [Action](#).

Company Notes				
Upcoming Trips				
Trips Awaiting Approval				
Remove Trips				
Trip Name/Description	Status	Start Date	End Date	Action
Trip from Seattle to Memphis (ZKZSBA) (33AK)	Needs Expense Report Withdrawn	2015-04-09	2015-04-13	Expense
Car Reservation at MEMPHIS (MYDSL)	Needs Expense Report Withdrawn	2015-04-09	2015-04-12	Expense
Hotel Reservation at MEMPHIS, TN, USA (ZYHAX)	Needs Expense Report Withdrawn	2015-04-09	2015-04-11	Expense
Car Reservation at SEATTLE (NNQSF)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	Expense
Car Reservation at SEATTLE (OBNGX9)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	Expense