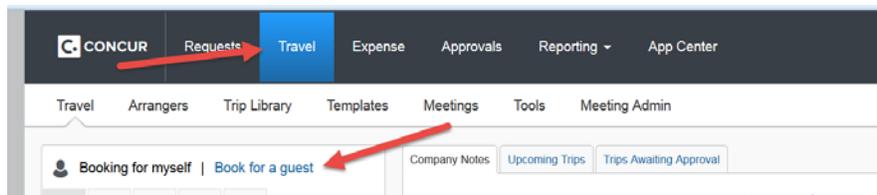


## How to Book for a Guest

**Note: Guests are travelers that are not set up as Concur users. You should not book travel for other employees using the guest travel functionality. To book travel for other Concur users, you will need to be their travel arranger/assistant.**

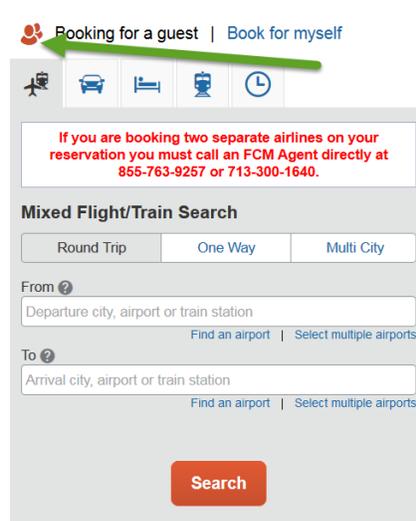
**At this time, only airfare should be booked on a travel card for a guest. All other costs should be direct-billed or paid by the traveler for later reimbursement.**

Booking for a guest ALWAYS begins on the Travel tab at the top of the screen. Once you have done this, you should see the “Book for a guest” selection as shown here:



If you do not see this “Book for a guest” option, send an email to [concur@ou.edu](mailto:concur@ou.edu) and request that you be given the ability to book for a guest.

Once you have clicked on Book for a guest, you will see this to let you know you are now booking for a guest.

A screenshot of the Concur interface after clicking 'Book for a guest'. The top navigation bar shows 'Booking for a guest' (highlighted with a green arrow) and 'Book for myself'. Below the navigation bar are icons for airplane, car, hotel, train, and clock. A red text box contains the message: 'If you are booking two separate airlines on your reservation you must call an FCM Agent directly at 855-763-9257 or 713-300-1640.' Below this is the 'Mixed Flight/Train Search' section, which includes radio buttons for 'Round Trip', 'One Way', and 'Multi City'. There are two input fields: 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), each with a 'Find an airport' and 'Select multiple airports' link. A red 'Search' button is at the bottom.

You will be defaulted into the airline/train reservation section. 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 [Show all details](#) for additional information.

Flights available within our travel policy (lowest price) have **Least Cost Logical Fare** in the lower left corner of the box for the flight.

Flights outside our travel policy have  next to the fare amount for the flight. 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 6 - FRI, DEC 9

Print  
Hide matrix

All 152 results	American Airlines Preferred	United	Southwest	Multiple
Nonstop 1 results	—	212.20 1 results	—	—
1 stop 61 results	272.20 32 results	417.70 20 results	232.00 2 results	288.70 7 results
2 stops 90 results	352.20 62 results	361.70 20 results	—	422.20 8 results

Baggage Fee Policies

Shop by Fares | Shop by Schedule | Sorted By: Custom

Displaying: 152 out of 152 results. | Previous | Page: 1 of 16 | Next | All

 United	09:35a OKC → 10:25a DEN	Nonstop	1h 50m	<b>\$212.20</b>	<a href="#">Show all details</a>
	03:25p DEN → 06:02p OKC	Nonstop	1h 37m		
<b>Least Cost Logical Fare</b>					
 Southwest	07:25a OKC → 11:45a DEN	1 stop HOU	5h 20m	<b>\$232.00</b>	 <a href="#">View Fares</a>
	04:40p DEN → 07:05p OKC	Nonstop	1h 25m		
<a href="#">Show all details</a>					
 Southwest	07:25a OKC → 11:45a DEN	1 stop HOU	5h 20m	<b>\$240.00</b>	 <a href="#">View Fares</a>
	06:25p DEN → 11:30p OKC	1 stop STL	4h 05m		
<a href="#">Show all details</a>					

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

If you select a fare with the yellow triangle next to it 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**

	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 select your seat assignment at this time by clicking on [View 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.

Enter the traveler information and review the method of payment and make any necessary changes. (Method of payment should be your University travel card.) Once all information has been entered and verified, 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	
<b>Air</b>	<a href="#">View Fare Rules</a>
Airfare quoted amount:	\$234.42 USD
Taxes and fees:	\$45.78 USD
<b>Air Total Price:</b>	<b>\$280.20 USD</b>
<b>Hotel:</b>	<b>\$94.00 USD</b>
<b>Car:</b>	<b>\$89.46 USD</b>
<b>Total Estimated Cost:</b>	<b>\$463.66 USD</b>

**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](#)

A pop up box will appear indicating your trip does not have any car or hotel reservations. Click **OK**.

On the **Trip Booking Information** page, complete the **Trip Name** and **Trip Description** fields.

For guests, enter the Request ID as “NONE”.

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** **Trip Description** (optional)  
This will appear in your upcoming trip list. Used to identify the trip purpose

Trip from Oklahoma City to Denver  
(For John Doe)

Send a copy of the confirmation to: [?](#)  
jdoe@gmail.com

Send my email confirmation as  
 HTML  Plain-text

**Triplt Privacy**  
 Share trip destination and dates with your Triplt Connections and Groups.  
 Make this trip private

Request ID [Required]

You may HOLD this reservation until: 09/08/2016 10:30 pm Central

Time constraints exist when

Shows how long you can place a trip on hold before you either need to purchase the ticket or it will auto cancel.  
**Note:** Placing a ticket on HOLD does not guarantee the prices will not change.

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 Trip](#)

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**.

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	<a href="#">Expense</a>
Car Reservation at MEMPHIS (MYDSLJ)	Needs Expense Report Withdrawn	2015-04-09	2015-04-12	<a href="#">Expense</a>
Hotel Reservation at MEMPHIS, TN, USA (ZYHASK)	Needs Expense Report Withdrawn	2015-04-09	2015-04-11	<a href="#">Expense</a>
Car Reservation at SEATTLE (NNQFSF)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	<a href="#">Expense</a>
Car Reservation at SEATTLE (OBNGX9)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	<a href="#">Expense</a>

Once the booking is complete, the system will redirect you to a new request. You must complete the required information for the request and submit it for approval. Once the request is approved, the ticket will be issued.

You may prepare and submit the expense report for the guest airfare as soon as the booking is completed. You will need to make the travel begin and travel end dates equal to the day prior to the day you are creating the expense report; the travel dates entered for guests do NOT have to correspond to the actual travel dates. This will allow you to submit and clear the travel card charges immediately.

**This process should be used ONLY for guest bookings of airfare.**