

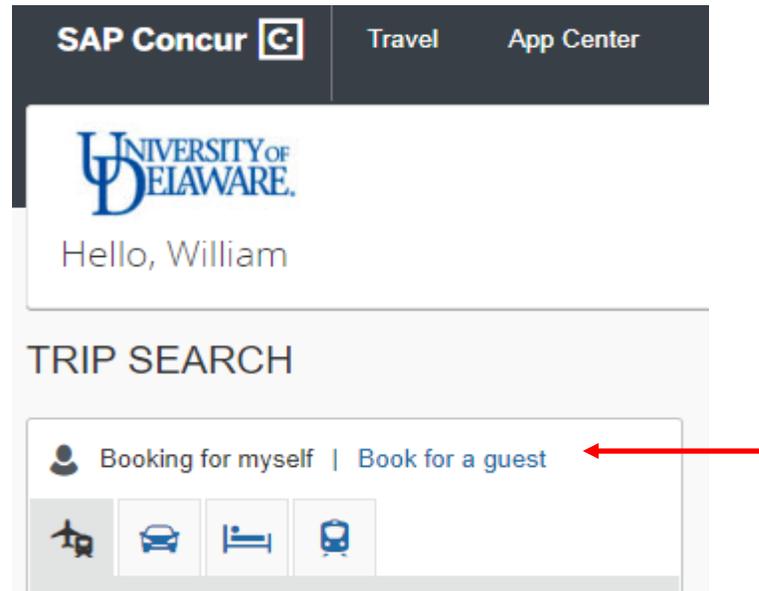
Travel and Expense Management in Concur

Booking Guest Travel

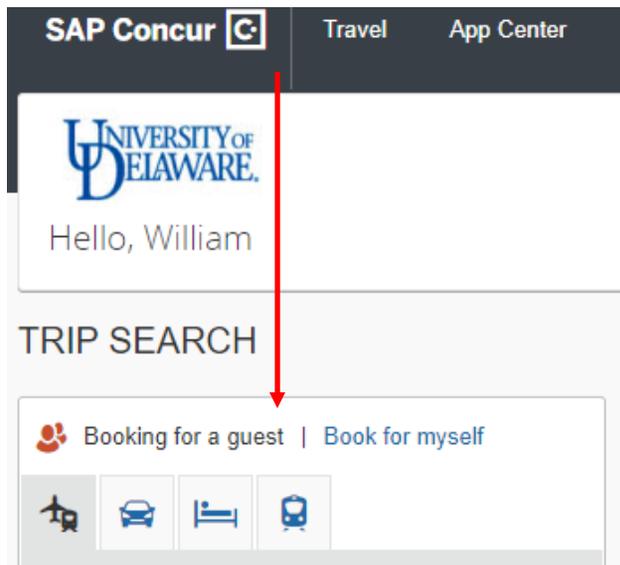


Guest Travel = a *Non-UD employee* travelling on UD business

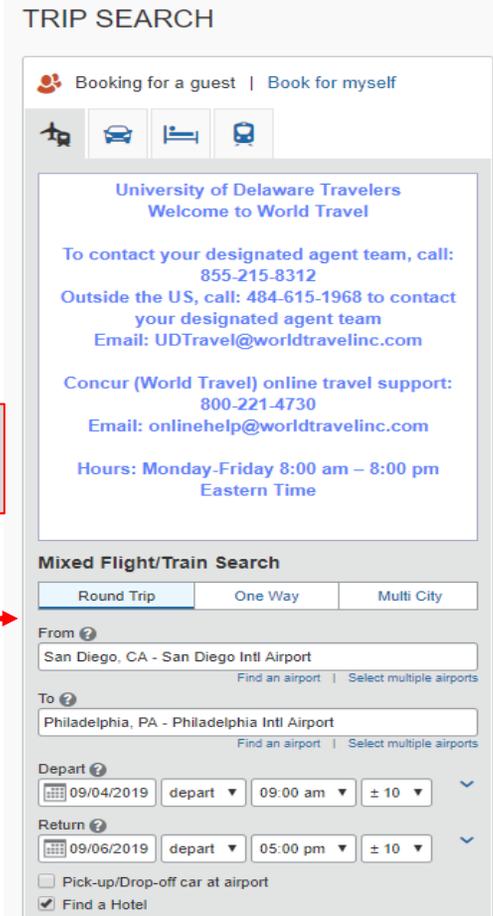
- From the Concur homepage, click “[Book for a guest](#)”



Your screen will refresh showing
“Booking for a guest” first under the Trip Search:



Begin booking travel in the
Trip Search tool:



Choose Traveler Type (Guest) and Trip Purpose from the dropdown menus:

The screenshot shows the SAP Concur Travel interface. At the top, there is a dark navigation bar with the SAP Concur logo, 'Travel' (highlighted in blue), and 'App Center'. On the right side of the navigation bar, there is a 'Profile' dropdown menu and a user icon. Below the navigation bar, there is a secondary navigation bar with 'Travel' (highlighted), 'Trip Library', 'Templates', and 'Tools'. The main content area has a light gray background. It starts with a 'Welcome to Concur!' heading, followed by a paragraph: 'We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.' Below this is another paragraph: 'Thank you.' At the bottom, there are two dropdown menus. The first is labeled 'Travel Type [Required]' and has 'GUEST' selected. The second is labeled 'Trip Purpose [Required]' and has 'EMPLOYEE RECRUITING' selected. A red arrow points from the left towards the 'Travel Type' dropdown menu.

Click "Next" in the lower right of the screen

Next >>



View and select the Guest Traveler's flights:

SAP Concur Travel App Center Profile

Travel Trip Library Templates Tools

Trip Summary

Select Flights or Trains
 Round Trip
 SAN - PHL
 Depart: Wed, 09/04/2019
 Return: Fri, 09/06/2019

Select a Hotel Remove
 Nights: 2
 Conference Center of San Diego
 Check-in: Wed, 09/04/2019
 Check-out: Fri, 09/06/2019

Finalize Trip

Change Search
 Depart - Wed, Sep 4

SAN DIEGO, CA TO PHILADELPHIA, PA
 WED, SEP 4 - FRI, SEP 6
 Show as USD

Hide matrix Print / Email

	Southwest	United	American Airlines	Delta	Alaska Airlines
All 285 results					
Nonstop 2 results	—	—	458.60 2 results	—	—
1 stop 276 results	404.00 54 results	411.00 109 results	413.00 88 results	416.00 24 results	472.00 1 results
2 stops 7 results	408.20 6 results	—	—	—	434.36 1 results

Selected Fare

02:29p SAN → 12:10a PHL 1 stop ORD 6h 41m Remove ~~x~~ \$411.00
 10:36a PHL → 03:22p SAN 1 stop ORD 7h 46m **View Fares**

Show all details



The Review and Reserve Flight page requires you to enter the Guest Traveler's information:

Review and Reserve Flight

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

Title	Legal First Name	Middle Name (on ID)	<input type="checkbox"/> No Middle Name	Legal Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Gender	Date Of Birth			
<input type="text"/>	<input type="text"/>			
Known Traveler Number	DHS Redress No.			
<input type="text"/>	<input type="text"/>			
Phone	Select	Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

- Be certain the name entered *matches exactly* to the name on their photo ID.
- A phone number and email address is required.



Prior to choosing the hotel accommodations, a Hotel Per Diem screen will appear:

- UD policy is to use GSA rates as a *guide* when selecting a standard room (Note: check grant guidelines).
- Enter location information indicating where the guest will be staying.

The screenshot shows the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Travel', and 'App Center'. Below this, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is split into two panels. The left panel, titled 'Trip Summary', contains a vertical progress bar with three steps: 'Flights Reserved', 'Select a Hotel', and 'Finalize Trip'. The 'Flights Reserved' section shows a round trip from SAN to PHL, departing on 09/04/2019 and returning on 09/06/2019. The 'Select a Hotel' section shows 2 nights in San Diego, CA, with check-in on 09/04/2019 and check-out on 09/06/2019. The 'Finalize Trip' section is at the bottom. The right panel, titled 'Hotel Per Diem Locations', has a search section with dropdown menus for 'Country' (United States of America (US)), 'State/Province' (Delaware (DE)), and 'Location' (New Castle County -- New Castle County). Below this is a table with three columns: 'Lodging Rate', 'Meals Rate', and 'Incidentals Rate'. The table shows rates of \$ 128, \$ 51, and \$ 5 respectively. Red arrows point from the 'Select a Hotel' step in the progress bar to the search section, and from the 'Finalize Trip' step to the table.

Click "Next"



Next >>



Travel Trip Library Templates Tools

Trip Summary

Flights Reserved
 Round Trip
 SAN - PHL
 Depart: Wed, 09/04/2019
 Return: Fri, 09/06/2019

Select a Hotel
 Nights: 2
 Newark, DE, USA
 Check-in: Wed, 09/04/2019
 Check-out: Fri, 09/06/2019

Finalize Trip

Total Estimated Cost

Air	USD	481.00
	USD	481.00
Total		481.00

Change Search

Check-in Date: 09/04/2019 | Check-out Date: 09/06/2019

Search within 5 miles from

Airport | Address
 Company Location | Reference Point / Zip Code

Reference Point / Zip Code
 (e.g. "Statue of Liberty", "90210" or "Alexandria")
 Newark, Delaware

With names containing:

CHECK-IN WED, SEP 4 - CHECK-OUT FRI, SEP 6

Hide Map Print / Email

LIVE HELP online
Show as USD

Company Preferred Accommodation

Lodging Per Diem limit for New Castle County -- New Castle County: \$128.00

Name Search Sorted By: Policy - Most Compliant

Displaying: 29 out of 29 results. Previous 1 2 Next | All

Choose the Guest Traveler's hotel:

View Rooms

\$199

Hotel details

The Review and Reserve Hotel page requires you to enter the Guest Traveler's information:

Review and Reserve Hotel

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

Request foam pillows Request rollaway bed Request crib

ENTER HOTEL GUEST 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 be presenting at the airport. Due to increased airport security, names must match the name on their ticket.

- Be certain the name entered *matches exactly* to the name on the Guest Traveler's photo ID.
- A phone number and email address is required.
- You may enter the guest's preferences

Guest Traveler

Title

Legal First Name

Legal Last Name

Phone

Email

Select



ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Courtyard Newark-University of Delaware



Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 397.38 USD

RATE CHANGES OVER DURATION OF STAY

As with any hotel booking, you are required to accept the hotel rate rules and cancellation policy before you can proceed.

Note:

Review cancellation policies carefully; they can vary depending on dates (i.e. peak periods, availability, etc.) and/or for different types of rooms for the same hotel.

Hotel Rates

199 USD 09/04/2019 - 09/05/2019

159 USD 09/05/2019 - 09/06/2019

220.89 USD CXL FEE PER ROOM

CANCELLATION PERMITTED

UP TO 2DAYS BEFORE ARRIVAL

*I agree to the hotel's rate rules, restrictions, and cancellation policy.



SAP Concur  Travel App Center Profile 

Travel Trip Library Templates Tools

Trip Summary

 **Finalize Trip**

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)

[E-mail Itinerary](#)

Trip Name: Trip from San Diego to Philadelphia [\(Edit\)](#)

Start Date: September 04, 2019

End Date: September 06, 2019

Created: July 17, 2019, William Never *(Modified: July 17, 2019)*

Description: (No Description Available) [\(Edit\)](#)

Travel Type: GUEST

Trip Purpose: EMPLOYEE RECRUITING

Agency Record Locator: JHJCFM

Add to your itinerary

 [Car](#)  [Hotel](#)

Booked outside Concur? Enter your trip manually, connect with [TripIt](#), or send your itinerary to plans@concur.com.

Review Travel Details:
You may make any edits on this page.

RESERVATIONS

Wednesday, September 04, 2019



Flight San Diego, CA (SAN) to Chicago, IL (ORD) [Change](#) | [Cancel all Air](#)

United 1900

Departure: 02:29 PM
San Diego Intl Airport (SAN)
Terminal: 2
Duration: 3 hours, 56 minutes
Nonstop

Confirmation: C2WJBY
Status: Confirmed

Seat: 29F (confirmed)
[Change seat](#)



Travel is only *reserved* at this point and will be cancelled (by the airline) if not booked within 24 hours.

TOTAL ESTIMATED COST

Air		View Fare Rules
Airfare quoted amount:		\$404.65 USD
Taxes and fees:		\$76.35 USD
Air Total Price:		\$481.00 USD
Hotel:		\$397.38 USD
Total Estimated Cost:		\$878.38 USD

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 Trip

Note: Some airlines/hotels are instant purchases (e.g. Southwest). If you cancel the trip at this point, you will need to contact the vendor directly to seek reimbursement.



Trip Summary

- Finalize Trip**
 - ✓ Review Travel Details
 - Enter Trip Information**
 - Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: 

Send my email confirmation as
 HTML Plain-text

With my email confirmation...
Do not include directions to hotels with email

The information fields on this screen are optional. Travel is still only *reserved* at this point.

Note: If you enter information in the Comments box, it will prompt a World Travel Agent to take action and a fee will be incurred.

Trip Confirmation Page:
Travel still reserved but this is one last chance to review travels plans prior to booking/purchasing.

Trip Summary



Finalize Trip

- ✓ Review Travel Details
- ✓ Enter Trip Information
- Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from San Diego to Philadelphia

Start Date: September 04, 2019

End Date: September 06, 2019

Created: July 18, 2019, William Never (Modified: July 18, 2019)

Description: (No Description Available)

After you have reviewed your trip details, confirm your itinerary by clicking "Purchase Ticket"

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

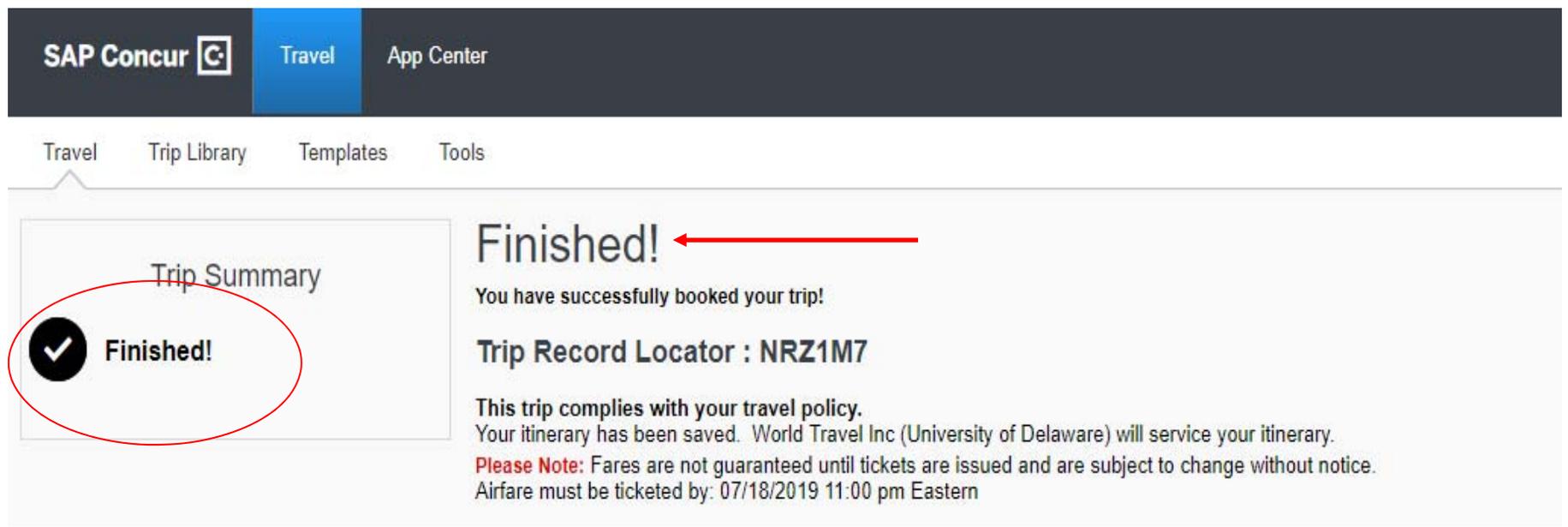
Purchase Ticket>>

Cancel Trip



Travel has been successfully booked when you see the “Finished!” page.

- You may email the itinerary to your guest from this page.



The screenshot shows the SAP Concur Travel interface. At the top, there is a navigation bar with 'SAP Concur' and a logo, and three tabs: 'Travel' (highlighted in blue), 'App Center', and 'App Center'. Below this is a secondary navigation bar with 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is titled 'Finished!' with a red arrow pointing to it. On the left, a 'Trip Summary' box contains a checkmark icon and the word 'Finished!'. The main text reads: 'You have successfully booked your trip!', 'Trip Record Locator : NRZ1M7', and 'This trip complies with your travel policy. Your itinerary has been saved. World Travel Inc (University of Delaware) will service your itinerary. Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by: 07/18/2019 11:00 pm Eastern'.



Questions?

- AskConcur@udel.edu
- udel.edu/procurement

