### **Booking Travel for UD Employees**

Booking travel for yourself or another UD employee



## Booking Travel in Concur for UD Employees

- This guide will illustrate:
  - How to book business travel in Concur for yourself
  - How to book travel for another UD employee who has named you as their Travel Arranger or Travel Assistant
- To begin, log into **udel.edu/concur** using your UD credentials









SAP Concur 🖸 Requests Travel	Expense Approvals	Reporting +	App Center			Administration <del>-</del> Profile	Help <del>-</del>		
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To contact your designated agent team, call: 855-215.8312 Outside the US, call: 484-615-1968 to contact your designated agent team Email: UDTravel@worldtravelinc.com Concur (World Travel) online travel support: 800-221.4730 Email: onlinehelp@worldtravelinc.com Hours: Monday-Friday 8:00 am - 8:00 pm Eastern Time	MY TASKS	nd Approvals	OT Ava	ilable Exper	nses→ SK	07/02 Open Reports 07/08 Goods & Services Test 07/02 Concur Travel Example \$1,509.45	ead more →		
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Image: Contract your designated agent team, call: 855-215-8312       Outside the US, call: 484-615-1968 to contact your designated agent team Email: UD Travel@worldtravelinc.com	COMPANY NOTES           New Travel Workflow!           The Concur Travel Request and booking workflow for the University of Delaware has been updated! I click Read more to learn how to manage travel requested prior to 6/21/19 or going forward.	Please	
Concur (World Travel) online travel support: 800-221-4730		Read more	
Email: onlinehelp@worldtravelinc.com	MY TRIPS (0)	$\rightarrow$	
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Specify a carrier  United* Search			



University of Delaware Travelers Welcome to World Travel	COMPANY NOTES
To contact your designated agent team, call: 856-215-8312 Outside the US, call: 484-615-1968 to contact	New Travel Workflow! The Concur Travel Request and booking workflow for the University of Delaware has been updated! Please
your designated agent team Email: UDTravel@worldtravelinc.com	click Read more to learn how to manage travel requested prior to 6/21/19 or going forward.
Concur (World Travel) online travel support: 800-221-4730	Read more
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	Welcome to Concur!	
	We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click Next.	
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Return: Wed, 01/01/2020	Nonstop 244.60 8 results 6 result	303.96 2 results	-	-	-	
Select a Hotel Remove Nights: 13 schermerhorn symphony hall	1 stop         309.80           116 results         72 result	311.99 s 30 results	434.00 4 results	447.00 8 results	652.50 2 results	
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	Check-out: Wed, 01/01/2020	RETURN	🌾 Wed, Jan 1 – Nashville, TN to P	hiladelphia, P.	A / 2h 27m layover in Chicago, IL	Hide details ^
	Check-out: Wed, 01/01/2020 Finalize Trip	RETURN Wed, Jan 1	<ul> <li>✗ Wed, Jan 1 - Nashville, TN to P</li> <li>04:55p BNA → 06:38p ORD</li> </ul>	hiladelphia, P. 1h 43m	A / 2h 27m layover in Chicago, IL United 5822 E7W Operated by SKYWEST DBA UNITED EXPRESS	Hide details A
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	Check-out: Wed, 01/01/2020 Finalize Trip	RETURN Wed, Jan 1	★ Wed, Jan 1 - Nashville, TN to P         04:55p BNA $\rightarrow$ 06:38p ORD         Layover in Chicago, IL         09:05p ORD (12:02a PHL Lands Thu, Jan 2	hiladelphia, P. 1h 43m <i>2h 27m</i> 1h 57m	A / 2h 27m layover in Chicago, IL United 5822 ETW Operated by SKYWEST DBA UNITED EXPRESS Chicago O'Hare Intl Airport United 640 Airbus Industrie A320-100/200	Hide details A
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SE Sele U	ELECT SEATS ect your preferred seats, otherwise Concur will req flight UA 2016 Economy Flexible (U) UA 4774 Economy Flexible (U) UA 5822 Economy (S) UA 640 Economy (S)	uest them for you based on your Profile. Seat Select a seat Select a seat Select a seat Select a seat	
RE Des Airfa	EVIEW PRICE SUMMARY cription Fare Taxes and Fee are \$491.16 \$82.8 Total Estimated Total Due ELECT A METHOD OF PAYN (would you like to pay? kt Visa (1111) @ @ Edit   Add credit card	<ul> <li>On the lower half of the screen, you can:</li> <li>Select your seats</li> <li>Review your flight price</li> <li>Verify your payment information</li> <li>Be sure to read any notifications, restriction</li> <li>Click "Reserve Flight and Continue"</li> </ul>	ns and policies
• Ind By o	dicates credit card is a company card This is a Non-Refundable Ticket Customers holding NON-REFUNDABLE type tickets may following the DATE OF ISSUE (READ THE FARE RULES) be vold and have NO value for future use. These rules completing this booking, you agree to the fare rule Back Reserve Flight and Continue	USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will apply to DOMESTIC ticketing only.	



SAP Concur 💽 Travel Apr	p Center	Help + Profile +
Travel Trip Library Templates	Tools	
Trip Summary	Hotel Per Diem Locations	
Flights Reserved Round Trip PHL - BNA Depart: Thu, 12/19/2019 Return: Wed, 01/01/2020	Search for Locations near: Country (Select a Country to get a list of locations or States) United States of America (US) State/Province @ Tennessee (TN)	
Select a Hotel Nights: 13 1 Symphony PI, Nashville, TN 37201, USA	Location Nashville - Davidson County	
Check-in: Thu, 12/19/2019 Check-out: Wed. 01/01/2020	Lodging Rate         Meals Rate         Incidentals Rate           \$ 179         \$ 56         \$ 5	

If you opted to book a hotel as well, you will now begin your hotel search.

- The first screen in your hotel search is the "Hotel Per Diem Locations" screen.
- When you enter your location, Concur will generate the GSA per diem rates for lodging and meals
- The lodging rate will provide a guideline to determine a reasonable rate for a standard room rate in your destination location.
  - Some programs and grants may require you to stay within this rate
- You can take note of the Meals and Incidentals rates to estimate what your personal meal allowance will be for your trip
  - You will calculate your exact meal allowance after you travel to account for any provided meals and travel day reductions.
- Click "Next"

	Please choose the per diem location for your hotel	Next >> Cancel Trip
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# ELAWARE.

Travel Trip Library Templates To	ols		
Tip Summary         Iights Reserved         Round Trip         PHL - BNA         Depart: Thu, 12/19/2019         Return: Wed, 01/01/2020         Itel Selected         Nights: 13         1 Symphony PL Nashville, TN 37201, USA         Check-in: Thu, 12/19/2019         Check-out: Wed, 01/01/2020	Review and Reserve Ho REVIEW HOTEL ROOM Courtyard by Marriott Nashville Downtor Regular Rate, Guest Room, 1 King 13 Nights   1 Guest* Check-in Thursday, December 19, 2019 *Werneserve every hotel room for 1 guest only, regardless of the check-in. PROVIDE HOTEL ROOM PREFER Your preferences and comments will be passed to the comments (30 character max) [x- Need early check-in (10am)] Request foam pillows Request rolaway bed Rec	Address ary 01, 2020 Address 170 4th Ave N Nashville, Tennessee 37219 United States he number of actual travelers sharing the room. The pro RENCES	Phone 615-256-0900 nary traveler's name is attached to the reservation for hotel
<ul> <li>The upper half of the page will display your room details and will ask you to review your hotel guest information for accuracy.</li> <li>You can also provide any room preferences. They are not guaranteed, but they will be provided to the hotel for consideration when booking your room.</li> </ul>	ENTER HOTEL GUEST INFORMA Ensure the name below matches the I.D. shown on th Hotel Guest Name: William Demo2 Never Phone: 800-221-4 Hotel Program Add a Program No Program selected Description Courtyard by Marriott Nashville Downtown S S S S S S S S S S S S S S S S	Image: Second	Edit   Review all
		Total Due Now: \$0.00**	

\* May not include taxes or additional fees. \*\* Remaining amount due at hotel location.





- On the lower half of the screen, verify your payment information
- Be sure to read any rate details, rules, and cancellation policies
- Check the box to agree to the rate, rules, restrictions, and cancellation policy
- Click "Reserve Hotel and Continue"

	SELECT A METHOD OF PAYMENT	
	The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.	
	Test Visa (1111) V 🕑 Edit   Add credit card	
	* Indicates credit card is a company card	
	ACCEPT RATE DETAILS AND CANCELLATION POLICY	
	Please review the rate details and cancellation policy provided by the hotel	
	Courtyard by Marriott Nashville Downtown	
	Please review the rate rules and restrictions before continuing.	
	The hotel provided the following information:	
	TOTAL RATE: 3682.47 USD	
	EXTRA PERSON: ROLLAWAY - 10.00 USD PER ROOM PER NIGHT	
	RATE CHANGES OVER DURATION OF STAY	
	If agree to the hotel's rate rules, restrictions, and cancellation policy.	
	Back Reserve Hotel and Continue	





SAP Concur	Travel App Center ary Templates Tools Summary Travel Deta	ails 🔶	Help 🕶 Profile 👻
Prinalize in Review Tr Enter Trip Submit Tri	rip ravel Details Information Ip Confirmation I want to Profit Biogram E-mail Rinegary	Trip Name: Trip from Philadelphia to Nashville (Edm) Start Date: December 19, 2019 End Date: January 02, 2020 Created: July 24, 2019, William Never (Modified: July 24, 2019) Description: (No Description Available) (Edm) Trip Purpose: CONFERENCE PROFESSIONAL DEVELOP Agency Record Locato:: P44K9G Passengers: William Demo Never Total Estimated Cost: \$4,256.47 USD (Detains)	Add to your itinerary
	RESERVATIONS Thursday, Decemb Flight United 20 Departure Philadelphia In Termaia D Duration, 2 hou	Philadelphia, PA (PHL) to Chicago, IL (ORD)  Philadelphia, PA (PHL) to Chicago, IL (ORD)  Society of the status o	Change   Cancel all Air Seat: 27F (confirmed) Change seal
<ul> <li>On the Travel Details page itinerary details (flight, hot</li> <li>You can make changes ar</li> </ul>	e, you have the oppor el, etc.). nd edits on this page,	tunity to review all of your if needed.	
	<ul> <li>45 min layove</li> </ul>	or at Chicago O'Hare Intl Airport (ORD)	

Flight Chicago, IL (ORD) to Nashville, TN (BNA)



- Please take notice of the messaging on the lower half of the page:
  - Travel is only *reserved* at this point and will be cancelled (by the airline) if not *booked* within 24 hours.
  - Note: Some airlines/hotels are instant purchases (i.e.Southwest). If you cancel the trip at this point, you will need to contact the vendor directly to seek reimbursement.
- Click "Next" to proceed to the Trip Booking Information page

This flight leaves on Jan 1 and arriv	ves on Jan 2.		
Departure: 09:05 PM Chicago O'Hare Intl Airport (ORD) Terminal: 1	Confirmation: P17CL2 Status: Confirmed	Seat: 27A (confirmed) Change seat	
Duration: 1 hour, 57 minutes Nonstop			
Arrival: 12:02 AM Philadelphia Intl Airport (PHL) Terminal: D			
Additional Details			
Aircraft: Airbus A320	Distance: 676 miles		
Cabin: Economy (S)	Meal: Meal at Cost		
Add to your Itinerary			
L ESTIMATED COST			
fare quoted amount:		View Fare Rules	
xes and fees:		\$82.84 USD	
	Air Total Price:	\$574.00 USD	
Estimated Cost:		64,256.47 USD	
T NOT YET ISSUED. AIRFARE QUOT	ED IN ITINERARY IS NOT GUARANTEED U	INTIL TICKETS ARE ISSUED.	-









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

United 640 This flight leaves on Jan 1 and arri	ives on Jan 2.	
U		
Departure: 09:05 PM Chicago O'Hare Intl Airport (ORD) Terminal: 1	Confirmation: P17CL2 Status: Confirmed	Seat: 27A (confirmed)
Duration: 1 hour, 57 minutes Nonstop		
Arrival: 12:02 AM		
Philadelphia Intl Airport (PHL) Terminal: D		
Additional Details		
Aircraft: Airbus A320	Distance: 676 miles	
E-Ticket	Most: Most at Cost	
AL ESTIMATED COST		
		View Fare Rules
Airfare quoted amount: Taxes and fees:		\$491.16 USD \$82.84 USD
laxes and rees.	Air Total Price:	\$574.00 USD
el:	\$3	3,682.47 USD
Il Estimated Cost:	\$4	1,256.47 USD
KET NOT YET ISSUED. AIRFARE QUOT	ED IN ITINERARY IS NOT GUARANTEED UN	ITIL TICKETS ARE ISSUED.













You may print or email your itinerary from this page.

Enjoy your travel!

This flight leaves on Jan 1 and arrive	es on Jan 2.	
Departure: 09:05 PM Chicago O'Hare Intl Airport (ORD) Terminal: 1	Confirmation: P17CL2 Status: Confirmed	Seat: 27A (confirmed)
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Arrival: 12:02 AM Philadelphia Intl Airport (PHL) Terminal: D		
Additional Details		
Aircraft: Airbus A320 E-Ticket	Distance: 676 miles	
Cabin: Economy (S)	Meal: Meal at Cost	

### TOTAL ESTIMATED COST

Air Ticket Number: 0160638500106: Taxes and fees:	Air Total Price:	\$491.16 US \$82.84 US \$574.00 US	<u>View Fare Rules</u> D D D
Hotel:		\$3,682.47 US	D
Total Estimated Cost:		\$4,256.47 US	D
On-line Check-in			
United Check-in You can check-in on-line up to 24 hours before your flight security. Click the Check-in button to find out more. Confirmation: P17CL2	. You may print your boarding pass at yo	ur home or office to avoid ti	icket counters and kiosks and go right to
Your itinerary has been saved.		Deint Winnerstein	





### **Questions?**

- <u>AskConcur@udel.edu</u>
- udel.edu/procurement



