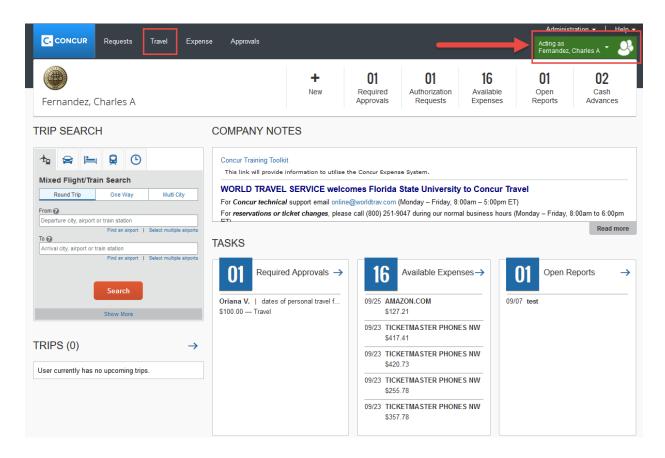


Travel: Making a Travel Reservation

Purpose: The purpose of this guide is to assist the user in booking a trip in Concur's travel module.

Accessing the Travel Module

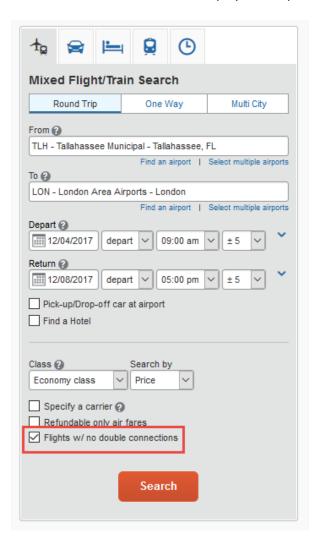
Click **Travel** if you are booking travel for yourself, or acting as a Delegate to book travel for someone else. If you are booking for another user, verify you have delegated in as them and their name appears in the upper right.





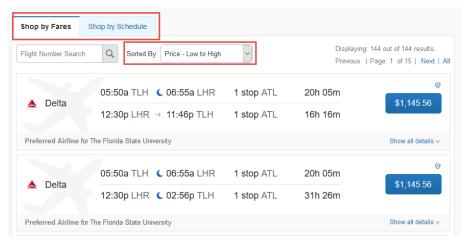
Airfare

1. Select Round Trip, One Way, or Multi City, enter the **From** and **To** destination, and departure and return dates/times and click **Search**. If flying to/from Tallahassee or other smaller airports, we recommend un-checking the Flights w/no double connections box in order to display more options.



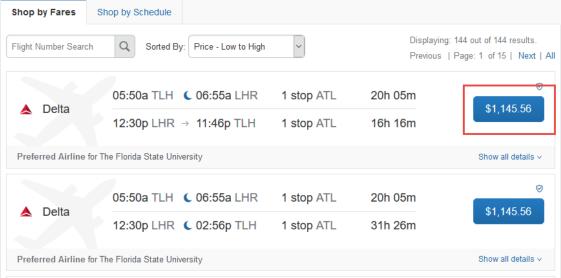


2. Review the flight availability and select a flight. Flights can be viewed by Fares, or by Schedules, and can be filtered using the Sort-By options. **Sort by Duration** will give the flights with shortest layovers.



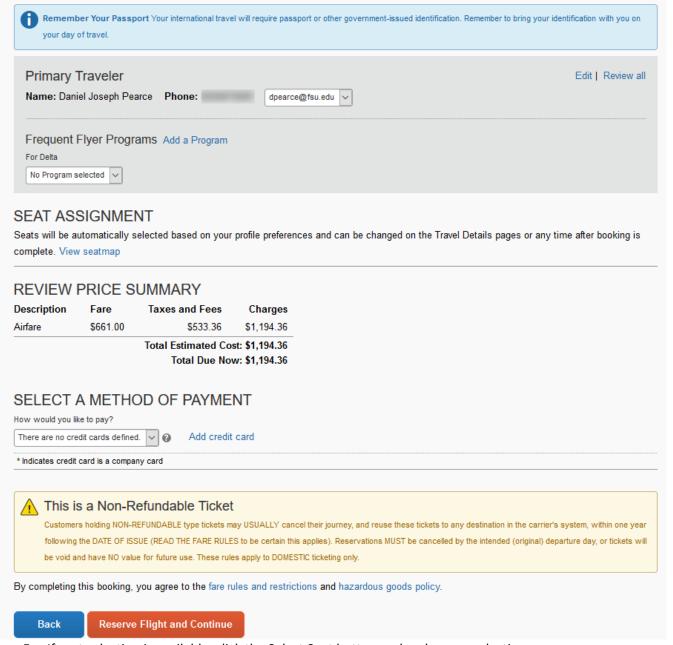
3. Slide bars on the left of the screen enable you to filter search results by departure/arrival times, and price. **Click on the price to select your flight**.





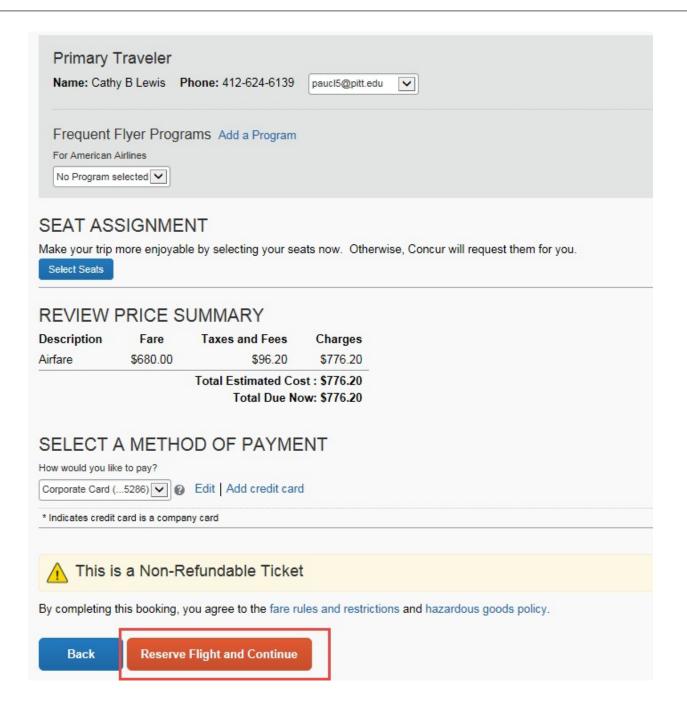


4. Review the flight details and traveler information. If this is the flight you wish to book, you may select your seat assignment at this time by clicking Select Seats. Please note that FSU will not reimburse any fees associated with seat selection. Fees, if any, vary by airline.



- 5. If seat selection is available, click the Select Seat button and make your selection.
- 6. Click Close.
- 7. Review the method of payment and make any necessary changes. Method of payment should be your University Travel Card, which is automatically labeled as **Corporate Card** by Concur.
- 8. On the Review and Reserve Flight page, verify all information and select Reserve Flight and Continue.



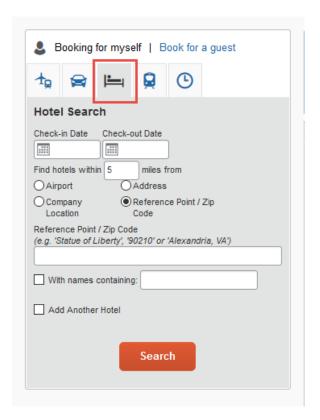




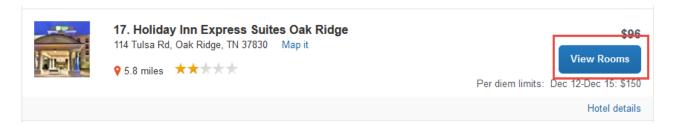
Hotel

Important- If the conference hotel has a special conference rate, do not book your hotel through Concur. Book directly through the hotel or conference website to obtain the conference block room rate.

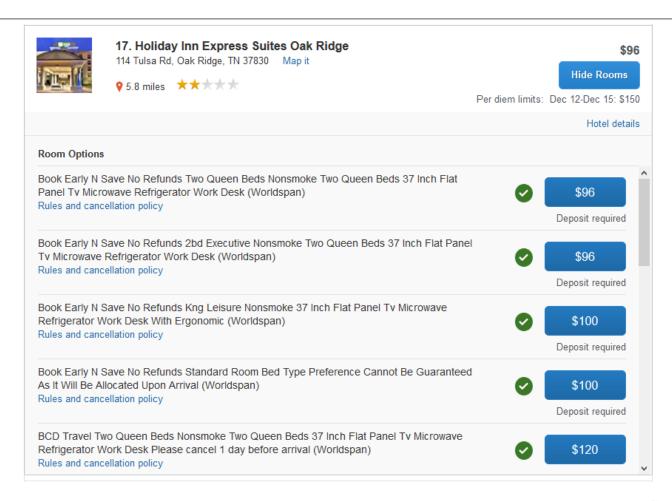
1. Click the Hotel icon

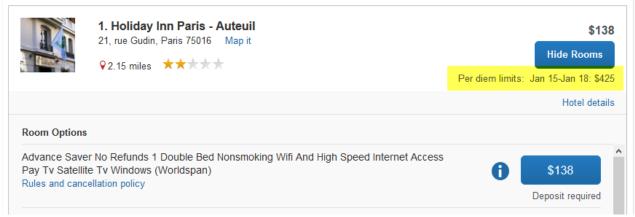


- 2. Enter Check-in/Check-out Dates and other search criteria, and click Search.
- 3. When you are ready to reserve your hotel room, click the button next to the desired room type, and then click Select.



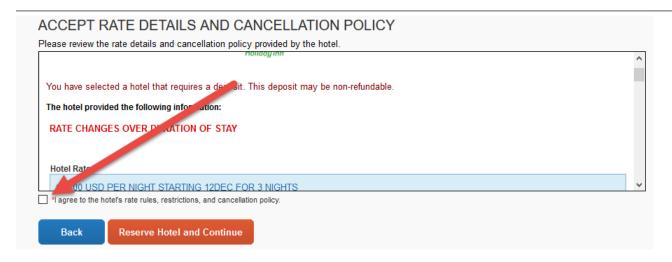






- 4. Note that international hotel reservations have the foreign maximum lodging limits for that location listed as a guide to use when reserving a room.
- 5. On the Review and Reserve Hotel page, verify all information and check the box I agree to the hotel's rate rules, restrictions, and cancellation policy.
- 6. Click Reserve Hotel and Continue

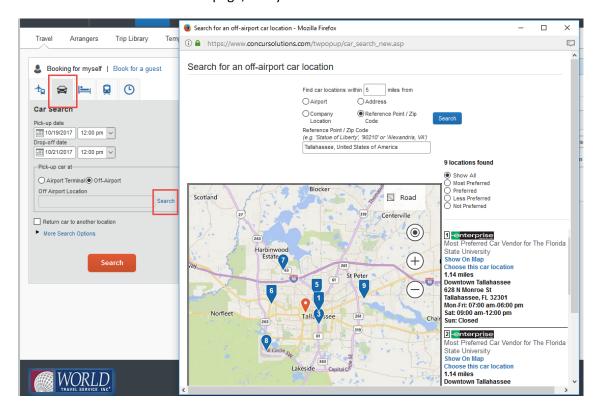




Rental Car

To reserve a rental car, click the **Car** icon. Do not use Concur to book a rental car if using an Enterprise/National billing number or if user is picking up from Call St or Southwood locations, use the <u>Enterprise portal</u>.

- 1. Pick-up date, Drop-off date, and Pick-up car at field will be populated from other trip segments. If there are no other segments, you will need to enter your dates and times here.
- 2. Enter additional Search options, if needed. Click Search.
- 3. Select the appropriate rental car, then click Select.
- 4. On the Review and Reserve Car page, verify all information and select Reserve Car and Continue.





5. Note the following icons:



Car rates are outside the University policy. These cars can be selected but require valid justification.





Car rates are within the University travel policy.

Completing the Travel Reservation

- 1. On the Travel Details page, review the details of your reservation and the Total Estimated Cost, then click **Next**.
- 2. Trip Name and Description must be completed.
- 3. Click **Next** if you are ready to purchase the trip or select Hold Trip, if you are not ready to purchase the trip.
- 4. Click **Confirm Booking**.