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.**

ℹ **Remember Your Passport** Your international travel will require passport or other government-issued identification. Remember to bring your identification with you on your day of travel.

Primary Traveler   Edit | Review all

Name: Daniel Joseph Pearce   **Phone:** [redacted]   dpearce@fsu.edu ⌄

Frequent Flyer Programs Add a Program
For Delta
No Program selected ⌄

SEAT ASSIGNMENT

Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete. View seatmap

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REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	$661.00	$533.36	$1,194.36
		Total Estimated Cost:	$1,194.36
		Total Due Now:	$1,194.36

SELECT A METHOD OF PAYMENT

How would you like to pay?

There are no credit cards defined. ⌄ ❓   Add credit card

* Indicates credit card is a company card

⚠ **This is a Non-Refundable Ticket**

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back] [Reserve Flight and Continue]

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**.

Primary Traveler

Name: Cathy B Lewis   **Phone:** 412-624-6139   paucl5@pitt.edu

Frequent Flyer Programs Add a Program

For American Airlines

No Program selected

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

Select Seats

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	$680.00	$96.20	$776.20

Total Estimated Cost : $776.20

Total Due Now: $776.20

SELECT A METHOD OF PAYMENT

How would you like to pay?

Corporate Card (...5286)   Edit | Add credit card

* Indicates credit card is a company card

⚠ This is a Non-Refundable Ticket

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back   **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.

17. Holiday Inn Express Suites Oak Ridge
114 Tulsa Rd, Oak Ridge, TN 37830   Map it

9 5.8 miles ★★☆☆☆

$96

Hide Rooms

Per diem limits: Dec 12-Dec 15: $150

Hotel details

Room Options

Book Early N Save No Refunds Two Queen Beds Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk (Worldspan)
Rules and cancellation policy

$96

Deposit required

Book Early N Save No Refunds 2bd Executive Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk (Worldspan)
Rules and cancellation policy

$96

Deposit required

Book Early N Save No Refunds Kng Leisure Nonsmoke 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk With Ergonomic (Worldspan)
Rules and cancellation policy

$100

Deposit required

Book Early N Save No Refunds Standard Room Bed Type Preference Cannot Be Guaranteed As It Will Be Allocated Upon Arrival (Worldspan)
Rules and cancellation policy

$100

Deposit required

BCD Travel Two Queen Beds Nonsmoke Two Queen Beds 37 Inch Flat Panel Tv Microwave Refrigerator Work Desk Please cancel 1 day before arrival (Worldspan)
Rules and cancellation policy

$120

1. Holiday Inn Paris - Auteuil
21, rue Gudin, Paris 75016   Map it

9 2.15 miles ★★☆☆☆

$138

Hide Rooms

Per diem limits: Jan 15-Jan 18: $425

Hotel details

Room Options

Advance Saver No Refunds 1 Double Bed Nonsmoking Wifi And High Speed Internet Access Pay Tv Satellite Tv Windows (Worldspan)
Rules and cancellation policy

$138

Deposit required

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**

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Holiday Inn

You have selected a hotel that requires a deposit. This deposit may be non-refundable.

The hotel provided the following information:

RATE CHANGES OVER DURATION OF STAY

Hotel Rate

00 USD PER NIGHT STARTING 12DEC FOR 3 NIGHTS

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

Back   **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 Enterprise portal.

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**.