ConcurGuest Booking **Concur Technologies** Version 11 October 2, 2015

INSTRUCTIONS FOR GUEST BOOKING

The difference between Employee/Student vs. Guest Booking is that:

Employees and Studentsior to booking their trip are required to formally request permission to travel from their supervisor by completing Concur Request.

The Navigation path: Complete Request Supervisor Approval

Book Travel

In Booking Guest Travel the Request is completed Astrocking the trip.

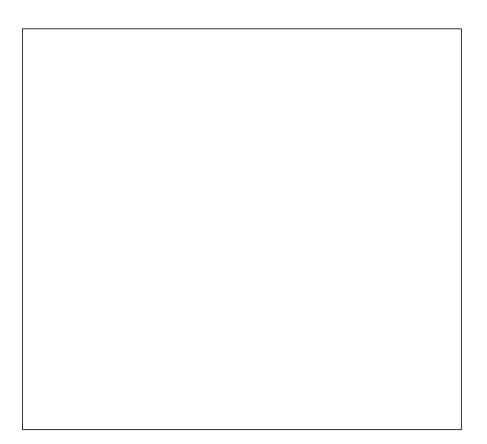
Book Guest Travel Complete Request Supervisor Approval

STEPS

- 1. Log in to Concur
- 2. Go to your Travel tab

3.

- 4. Choose the appropriate itinerary for your travel dates
- 5. Once you complete all your itinerary information you will be routed to the Review and Reserve Flight screen.
 - Enter the Traveler Informtion for your Guest (i.e Name, Birthdate, Frequent Flyer miles if applicable)



6. ClickReserve Flight and Continue



7. Be sure to pay attention to the Blue section of the screen. If the supervisor (Default Approver) does not approve the travel within the specified time frame, the trip will be cancelled and you will need to start over.

Trip Name:Multi-Segment Trip (For Mr Lashawn Hoffman) Add to your Itinerary

Start Date:October 31, 2015

Print Itinerary

End Date:November 01, 2015

Email Itinerary

Created:October 14, 2015, Chandra McCrattylodified: October 1,4
2015)

Description:(No Description Available)dit)

Agency Record Locatoln/3VF7B

Passengers:ashawn Hoffman

Total Estimated Costs376.20USD.Details)

Airfare mus be ticketed by an agent by:0/15/2015 11:00 PM Eastern

8. If you need to reserve a hotel fill out the necessary information. Please be advised that this is only a reservation he hotel is not actually being paid for at this time. Since Guest do not receive cash advances, you would need to call the hotel to recei

9. ClickNext

10.