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:

Click “Next” in the lower right of the screen
View and select the Guest Traveler’s flights:
The Review and Reserve Flight page requires you to enter the Guest Traveler's information:

- 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.

Click “Next”
Choose the Guest Traveler’s hotel:
The Review and Reserve Hotel page requires you to enter the Guest Traveler’s information:

- 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.
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.
Review Travel Details:
You may make any edits on this page.
Travel is only reserved at this point and will be cancelled (by the airline) if not booked within 24 hours.

<table>
<thead>
<tr>
<th>TOTAL ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air</strong></td>
</tr>
<tr>
<td>Airfare quoted amount:</td>
</tr>
<tr>
<td>Taxes and fees:</td>
</tr>
<tr>
<td><strong>Air Total Price:</strong></td>
</tr>
<tr>
<td><strong>Hotel:</strong></td>
</tr>
<tr>
<td><strong>Total Estimated Cost:</strong></td>
</tr>
</tbody>
</table>

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

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.
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 travel plans prior to booking/purchasing.

After you have reviewed your trip details, confirm your itinerary by clicking “Purchase Ticket”
Travel has been successfully booked when you see the “Finished!” page.
- You may email the itinerary to your guest from this page.
Questions?

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