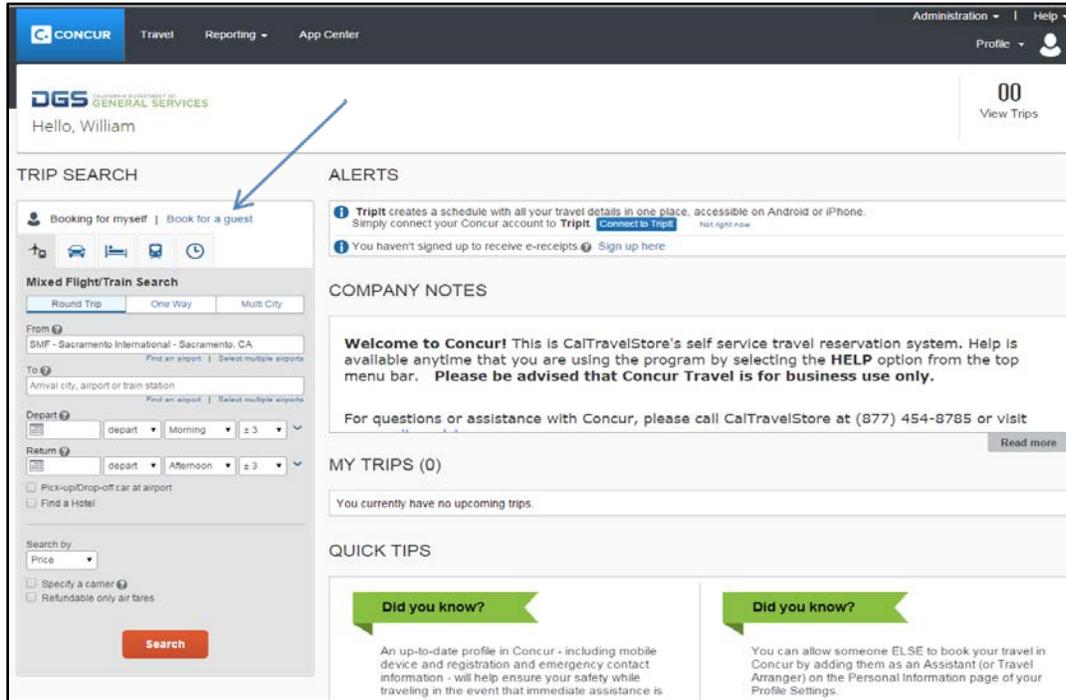


Concur User Guide

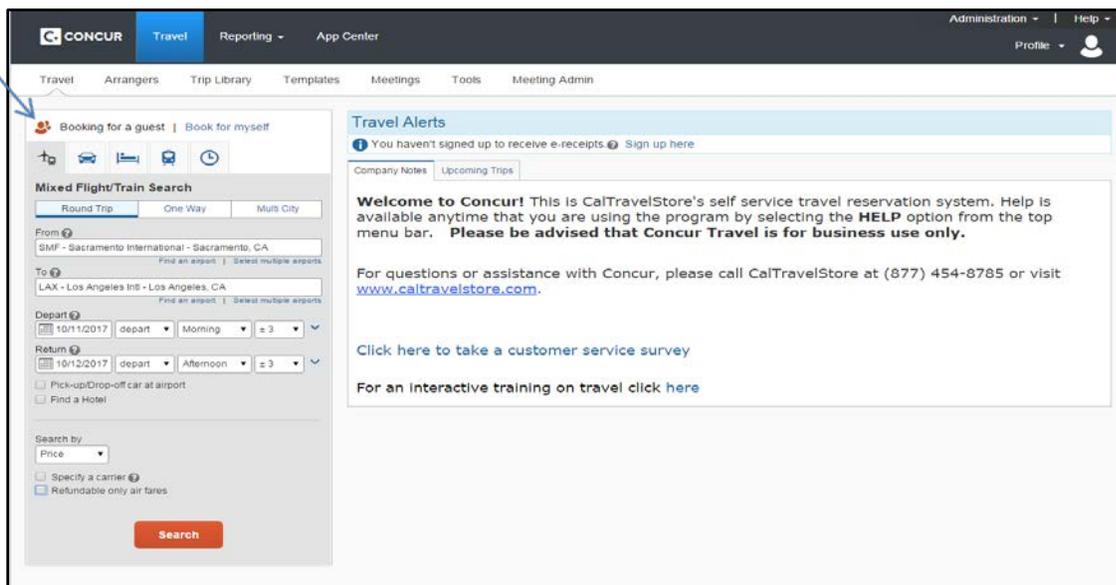
How to Book Travel for a Guest Traveler

Travel Arrangers must have the permission assigned to them to be able to book for a guest traveler. Please contact your department travel coordinator for this access. Once you have the permission, follow the steps below.

Step 1: Select “Book for a Guest” in the Trip Search.



Step 2: Once you have clicked “Book for a Guest”, you will see “Booking for a Guest” on the left hand side to let you know you are now booking for a guest. Enter the search criteria for the guest traveler and click “Search”.



Step 3: After the search is complete, you will see the results displayed at the top of the page. Once you have filtered your flights, and found the one that meets the guest's needs, select the blue button displaying the price for that flight.

SACRAMENTO, CA TO LOS ANGELES, CA
WED, OCT 11 - THU, OCT 12

	Delta	Alaska Airlines	United	Southwest	JetBlue	Multiple	American Airlines
All	742 results						
Nonstop	258.40 9 results	452.40 2 results	452.40 2 results	473.96 9 results	556.40 1 results	—	452.40 2 results
1 stop	523.01 80 results	905.00 95 results	461.00 166 results	—	—	118.00 2 results	461.00 52 results
2 stops	524.61 33 results	913.60 153 results	858.60 19 results	—	—	118.00 9 results	493.70 108 results

Shop by Fares | Shop by Schedule

Flight/Train Number Search | Sorted By: Policy - Most Compliant | Displaying: 9 out of 742 results

Delta	08:30a SMF → 10:07a LAX	Nonstop	1h 37m	\$258.40
	05:40p LAX → 07:06p SMF	Nonstop	1h 26m	
Preferred Airline for General Services Show all details				
Delta	08:30a SMF → 10:07a LAX	Nonstop	1h 37m	\$258.40
	03:10p LAX → 04:44p SMF	Nonstop	1h 34m	
Preferred Airline for General Services Show all details				

Step 4: You will now review the flight information and verify that your selection meets the guest's needs.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Wed, Jun 20 – Los Angeles, CA to Sacramento, CA | Hide Details

Wed, Jun 20	08:40a LAX → 10:16a SMF	1h 36m	Delta 5845 Embraer E-175 Operated by COMPASS DBA DELTA CONNECTION
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RETURN ✕ Thu, Jun 21 – Sacramento, CA to Los Angeles, CA | Hide Details

Thu, Jun 21	05:30p SMF → 07:01p LAX	1h 31m	Delta 5813 Embraer E-175 Operated by COMPASS DBA DELTA CONNECTION
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Step 5: You will then be prompted to enter the guest's information. With increased attention to security and data privacy, you will not be able to look up a previous guest by name when booking for guests.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

When completing these fields, the email address entered here is the one receiving the final itinerary. To ensure the final itinerary is sent to you, when booking for a guest traveler, enter your email address and then forward it to the guest traveler.

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title	Legal First Name	Middle Name (on ID)	<input type="checkbox"/> No Middle Name	Legal Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Gender	Date Of Birth			
<input type="text"/>	<input type="text"/>			
Known Traveler Number	DHS Redress No.			
<input type="text"/>	<input type="text"/>			
Phone	Email			
<input type="text"/>	<input type="text"/>			

Frequent Flyer Programs

For Delta

<input type="text"/>	<input type="text"/>
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SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
DL 5845 Main Cabin (L)	Select a seat
DL 5813 Main Cabin (L)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$213.96	\$44.45	\$258.41
Total Estimated Cost: \$258.41			
Total Due Now: \$258.41			

SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

<input type="text"/>	<input type="text"/>
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* Indicates credit card is a company card

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Step 6: Once you have clicked “**Reserve Flight and Continue**”, proceed with the car and/or hotel reservation, if necessary, and then review the Travel Details page. Once you have verified all information and you are ready to complete the booking, click “**Next**” at the bottom of the page.

Trip Summary

Finalize Trip

Review Travel Details
[Enter Trip Information](#)
[Submit Trip Confirmation](#)

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[Email Itinerary](#)

Trip Name: Trip from Sacramento to Los Angeles (For Joe T Smith) [Edit](#)

Start Date: October 11, 2017

End Date: October 12, 2017

Created: May 16, 2017, William Never (Modified: May 16, 2017)

Description: (No Description Available) [Edit](#)

Agency Record Locator: HHSMMWR

Passengers: Joe T Smith

Total Estimated Cost: \$258.40 USD [Details](#)

i Airfare must be ticketed by: 05/18/2017 2:00 AM Eastern
[Change frequent flyer program](#)

Add to your Itinerary

Car Hotel

RESERVATIONS

Wednesday, October 11, 2017

✈

Flight Sacramento, CA (SMF) to Los Angeles, CA (LAX) [Change](#) | [Cancel all Air](#)

Delta 5705

Departure: 08:30 AM
Seat: 12C (Confirmed) [Change Seat](#)
Sacramento International (SMF)
Terminal: A
Duration: 1 hour, 37 minutes
Nonstop

Arrival: 10:07 AM
Los Angeles Intl (LAX)
Terminal: 2

Additional Details
Aircraft: E-175
E-Ticket
Emissions: 235.7 lbs CO₂
Cabin: MAIN CABIN (L)

Confirmation: H58WWX
Status: Confirmed

Distance: 373 miles
Meal: No Meal Served

[Add to your Itinerary](#)

Thursday, October 12, 2017

✈

Flight Los Angeles, CA (LAX) to Sacramento, CA (SMF) [Change](#) | [Cancel all Air](#)

Delta 5775

Departure: 05:40 PM
Seat: 14B (Confirmed) [Change Seat](#)
Los Angeles Intl (LAX)
Terminal: 2
Duration: 1 hour, 26 minutes
Nonstop

Arrival: 07:06 PM
Sacramento International (SMF)
Terminal: A

Additional Details
Aircraft: E-175
E-Ticket
Emissions: 235.7 lbs CO₂
Cabin: MAIN CABIN (L)

Confirmation: H58WWX
Status: Confirmed

Distance: 373 miles
Meal: No Meal Served

[Add to your Itinerary](#)

TOTAL ESTIMATED COST

Air	View Fare Rules
Airfare quoted amount:	\$213.96 USD
Taxes and fees:	\$44.44 USD
Total Estimated Cost:	\$258.40 USD

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

REMARKS

Step 7: You can name your trip or add a description. If requested by your agency or department, enter a billing code/cost center/Fi\$Cal number for the guest traveler in the appropriate field(s). Select **“Next”** to complete the booking.

Step 8: After selecting **“Next”** you will have one last time to review all your selections and entries. Verify that all of the details are accurate, and then scroll to the bottom and select **“Purchase Ticket”**.

Step 9: You will then be redirected to a confirmation page with a **“Finished”** message.

Step 10: After you have completed the booking process, the trip will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler’s name on the itinerary.

If you have additional questions regarding booking for guest travelers, please call the DGS Statewide Travel Program at (916) 376-3974 or via email at statewidetravelprogram@dgs.ca.gov.