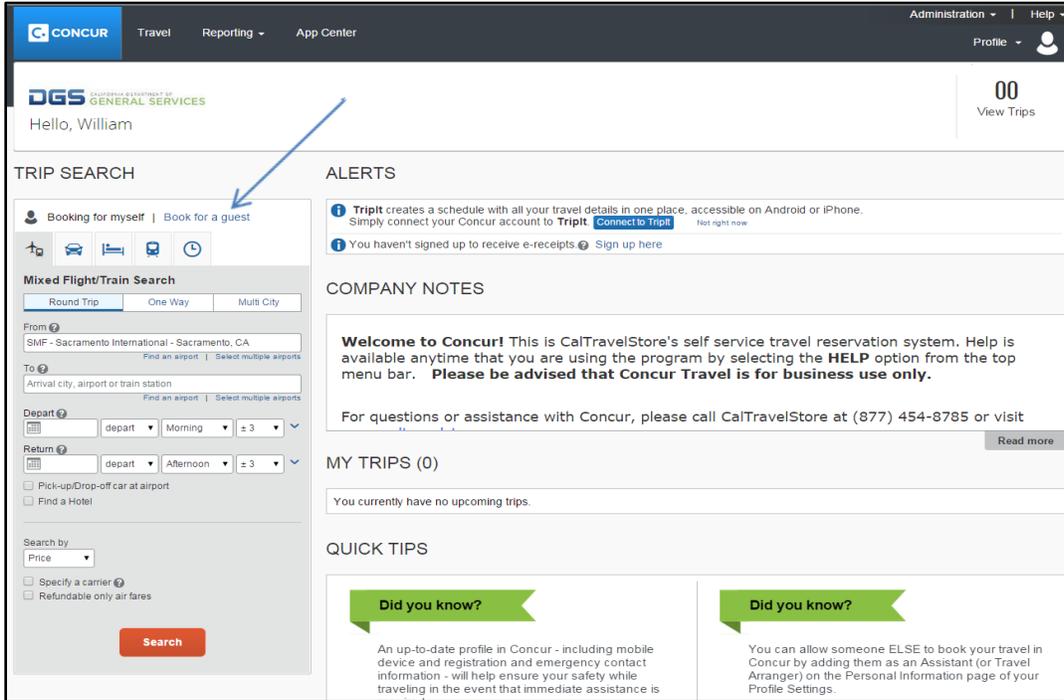


# Concur User Guide

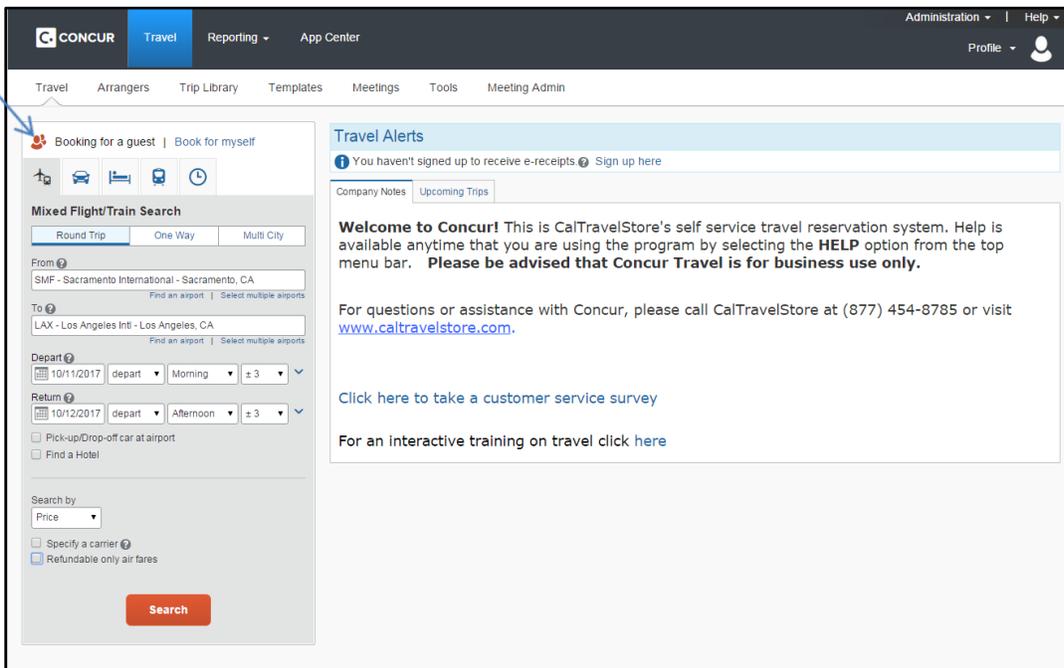
## How to Book Travel for a Guest Traveler

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.

The screenshot shows the CONCUR Travel interface with the following details:

- Header:** CONCUR | Travel | Reporting | App Center | Administration | Help | Profile
- Navigation:** Travel | Arrangers | Trip Library | Templates | Meetings | Tools | Meeting Admin
- Trip Summary:** SACRAMENTO, CA TO LOS ANGELES, CA | WED, OCT 11 - THU, OCT 12 | Show as USD
- Search Filters:**
  - Depart - Wed, Oct 11: 06:00 A - 12:00 P
  - Return - Thu, Oct 12: 12:00 P - 06:00 P
  - Price: \$118.00 - \$2,253.61
- Flight Matrix:**

	Delta	Alaska Airlines	United	Southwest	JetBlue	Multiple	American Airlines
All 742 results	Preferred	Preferred	Preferred	Preferred	Preferred	-	452.40
Nonstop 25 results	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 395 results	523.01 80 results	905.00 95 results	461.00 166 results	-	-	118.00 2 results	461.00 52 results
2 stops 322 results	524.61 33 results	913.60 153 results	858.60 19 results	-	-	118.00 9 results	493.70 108 results
- Shop by Fares:** Policy - Most Compliant | Displaying: 9 out of 742 results
- Selected Flight:** Delta | 08:30a SMF → 10:07a LAX | Nonstop | 1h 37m | \$258.40
- Return Flight:** Delta | 03:10p LAX → 04:44p SMF | Nonstop | 1h 34m | \$258.40

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

The screenshot shows the CONCUR Travel interface with the following details:

- Header:** CONCUR | Travel | Reporting | App Center | Administration | Help | Profile
- Navigation:** Travel | Arrangers | Trip Library | Templates | Meetings | Tools | Meeting Admin
- Trip Summary:** Flights Selected | Round Trip | SMF - LAX | Depart: Wed, 10/11/2017 | Return: Thu, 10/12/2017
- Review Flights:**
  - DEPART:** Wed, Oct 11 - Sacramento, CA to Los Angeles, CA
    - Wed, Oct 11 | 08:30a SMF → 10:07a LAX | 1h 37m | Delta 5705 | Embraer E-175
  - RETURN:** Thu, Oct 12 - Los Angeles, CA to Sacramento, CA
    - Thu, Oct 12 | 05:40p LAX → 07:06p SMF | 1h 26m | Delta 5775 | Embraer E-175

Step 5: You will then be prompted to enter the guest's information. If the guest has traveled previously and their airfare was booked in Concur, you may be able to look them up by selecting the "Look up a previous guest by name" radio button.

**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

Manual Entry  Look up a previous guest by name:

---

Title  Legal First Name  Middle Name (on ID)   No Middle Name Legal Last Name

Gender  Date Of Birth

Known Traveler Number  DHS Redress No.

Phone   Email

---

#### Frequent Flyer Programs

For Delta

### 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	\$213.96	\$44.44	\$258.40
<b>Total Estimated Cost:</b>			<b>\$258.40</b>
<b>Total Due Now:</b>			<b>\$258.40</b>

### SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

\* Indicates credit card is a company card

---

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

[Back](#) [Reserve Flight and Continue](#)



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, you can review/verify the status of the trip from the main Concur page by selecting **“My Trips.”** The name of the guest will appear in the trip details.

If you have additional questions, please call the DGS Statewide Travel Program at (916) 376-3974 or via email at [statewidetravelprogram@dgs.ca.gov](mailto:statewidetravelprogram@dgs.ca.gov).