Table of Contents

REV 2: 4/24

Guest Booking

Booking can be done on behalf of an individual through a faculty/staff member, travel assistant, or delegate using the **Book for a Guest** feature. If you are booking for yourself, continue to use the preselected **Booking for Myself Feature**.

1. Start at the **Concur Homepage** and select **Travel** from the header. Select **Book for a Guest**.

2. Continue to book any desired reservations/rentals/tickets and refer to the following sections of this guide for any assistance with **Air/Rail**, **Car Rental**, **Hotel**, and to **Complete Reservations**.

NOTE: If you do not have the Book for a guest role active in your profile, please email concurhelp@msu.edu requesting the role to be added to your profile.
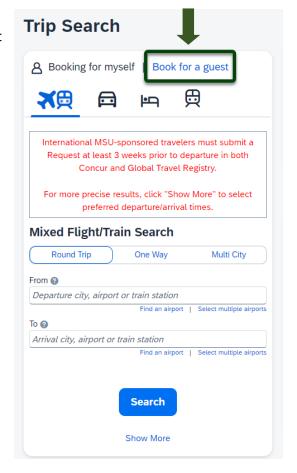

Exhibit 1

Booking Travel for Employees and Guests

Air/Rail Search

1. Start at the **Concur Homepage** go to **Travel** on the left hand side. Select the **Flight/Train** tab.

2. In the **Air/Rail** tab, select one of the following: **Round Trip**, **One Way**, or **Multi City**.

3. Enter your **Departure City**, **Arrival City**, **Departure Dates**, and **Times**.

4. If needed, select the **Pick-up/Drop-off Car at Airport** and/or the **Find a Hotel** box. More selection parameters will appear if hotel is needed.

5. Enter the **Number of Adults** and select either **Price** or **Schedule** in the **Search By** field. If wanted, specify the desired airline by selecting the **Specify a Carrier** box and choosing the desired airline. Select **Search**.

International MSU-sponsored travelers must submit a Request at least 3 weeks prior to departure in both Concur and Global Travel Registry.

For more precise results, click "Show More" to select preferred departure/arrival times.

Exhibit 2

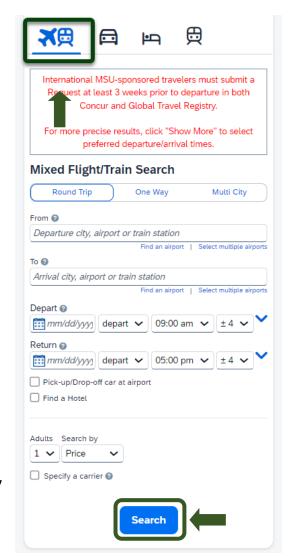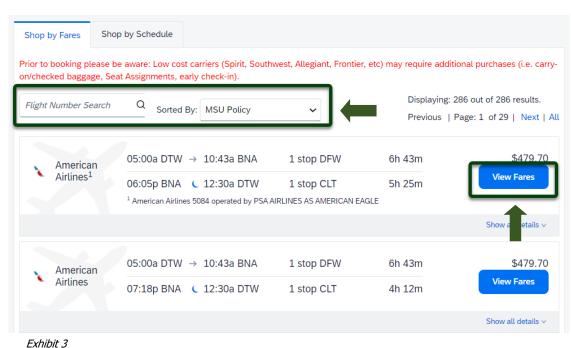6. To search by flight number, enter the flight number in the **Flight Number Search** box. To clear the search, delete the flight number from the search box.

NOTE: You can only search by flight number within the search results page (based on date and time). You cannot initiate a search with a flight number.

7. Once results are returned, click **View Fares** > **Select** the flight you wish to book.

Exhibit 3

🏈 **TRAVEL@STATE**

8. On the Review Screen, check that all information is correct. You can edit the **Primary Traveler**, add a **Frequent Flyer Program**, and **Select a seat** (Not all Airlines allow Preferred Seating).

NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.
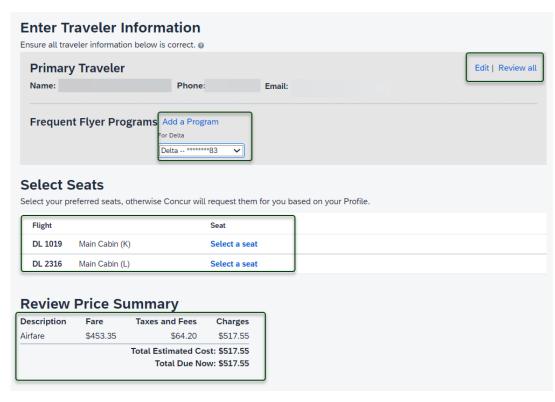
Enter Traveler Information
Ensure all traveler information below is correct. ⓘ

Primary Traveler   Edit | Review all
Name: Phone: Email:

Frequent Flyer Programs   Add a Program
For Delta
Delta -- ********83 ▾

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

Flight		Seat
DL 1019	Main Cabin (K)	Select a seat
DL 2316	Main Cabin (L)	Select a seat

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Airfare	$453.35	$64.20	$517.55
		Total Estimated Cost:	$517.55
		Total Due Now:	$517.55

Exhibit 3

8. Select the **MSU Agency Card** to bill directly for Airfare or Rail ONLY.

Select a method of payment

Please select the MSU AGENCY CARD to bill air or rail to MSU directly for the air or rail transaction.

How would you like to pay?
MSU Agency Card* (...1641) ▾ ⓘ   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.

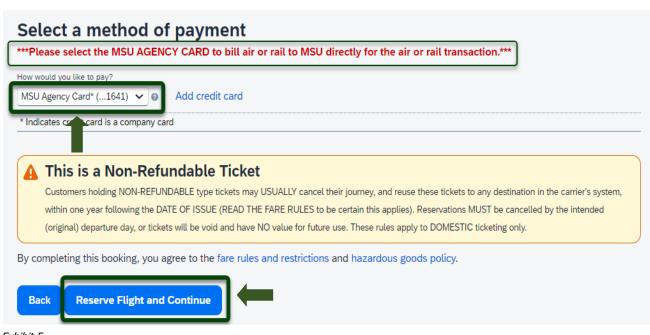Back   **Reserve Flight and Continue**

Exhibit 5

9. Select **Reserve Flight and Continue**.

REV 2: 4/24

Car Rental Booking

1. Start at the **Concur Homepage** and go to **Travel** on the left hand side. Select the **Car** tab.

2. Enter **Pick-up Date**, **Drop-off Date**, and **Times**.

3. Choose to pick-up car at **Airport Terminal** or **Off-Airport** and then enter the airport you will be at.

4. Select **Return Car to Another Location** or **More Search Options**, if applicable.
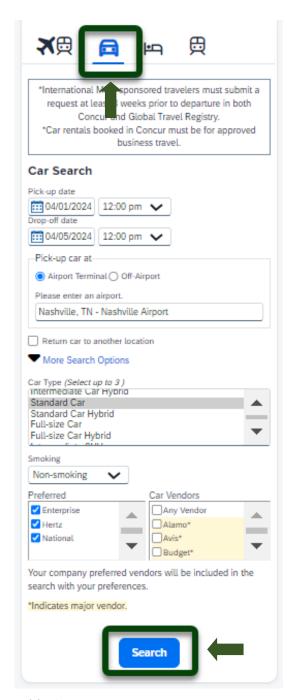
5. Select **Search**.

Exhibit 6

REV 2: 4/24

6. Once results are returned, click the price of the rental car you wish to book.

Pick up: (BNA) on Mon, Apr 1 12:00 PM
Return: Fri, Apr 5 12:00 PM

Show as [USD ▾]

Hide matrix   Print / Email

Exhibit 3

1 results

Most Preferred   226.55

Sorted By: [Policy - Most Compliant ▾]

Displaying: 1 out of 1 results.

Standard Car - $41.00 per day (Galileo)
Automatic transmission
Unlimited miles, Pick-up: Terminal: BNA
Adults: 4, Large bags: 1, Small bags: 2 ⓘ
(Corporate rate)

Total cost ⓘ

$226.55

Most Preferred Car Vendor for Michigan State University / E-Receipt Enabled ❓   Location details

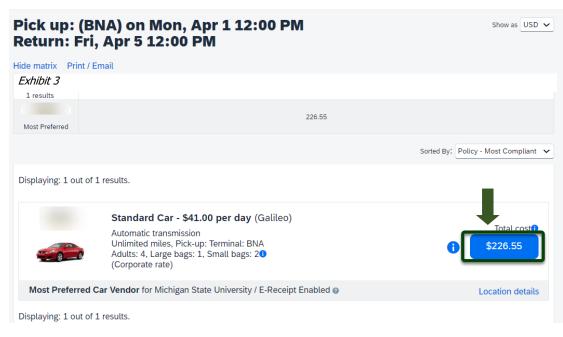Displaying: 1 out of 1 results.

Exhibit 7

7. On the Review Screen, check that all information is correct. You can edit the **Driver Information** and add a **Rental Car Agency Program**.

NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.
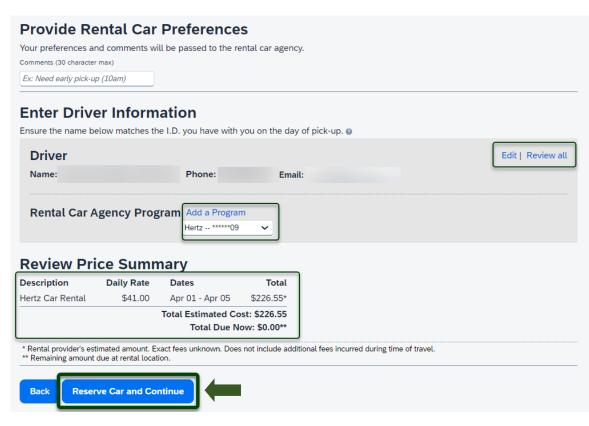
8. Select **Reserve Car and Continue**.

Provide Rental Car Preferences

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

[Ex: Need early pick-up (10am)]

Enter Driver Information

Ensure the name below matches the I.D. you have with you on the day of pick-up. ❓

Driver   Edit | Review all

Name: Phone: Email:

Rental Car Agency Program   Add a Program
                                 [Hertz -- ******09   ▾]

Review Price Summary

Description	Daily Rate	Dates	Total
Hertz Car Rental	$41.00	Apr 01 - Apr 05	$226.55*
		Total Estimated Cost:	$226.55
		Total Due Now:	$0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back]   [**Reserve Car and Continue**]

Exhibit 8

REV 2: 4/24

Hotel Booking

1. Start at the **Concur Homepage** go to **Travel** on the left hand side. Select the **Hotel** tab.

2. Enter **Check-in Date** and **Check-out Date**.

3. Choose location near **Airport**, **Address**, **Company Location**, or **Reference Point/Zip Code** and enter the chosen location.

4. Use the filter option if needed, **Only Show Results Containing** and select **Search**.
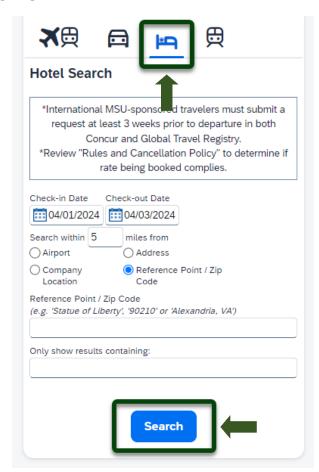
Exhibit 9

NOTE: After selecting **Search**, a second pop-up window will appear verifying the location. Select **Choose** if the location is correct.
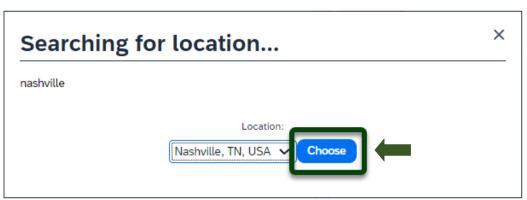

Exhibit 10

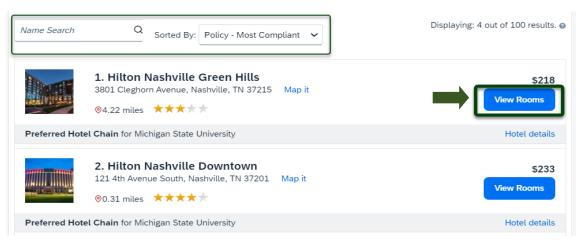5. Once results are returned, select **View Rooms** for the desired hotel.

Exhibit 11

REV 2: 4/24

TRAVEL@STATE

6. Choose the wanted room by selecting the price of the room.

NOTE: Click on the "Rules and cancellation policy" to understand the rate regulations.

Preferred Hotel Chain for Michigan State University — Hotel details

3. AC Hotel by Marriott Nashville Downtown — $204
410 5th Avenue South, Nashville, TN 37203 Map it
⊙ 0.56 miles ★★★★★

Hide Rooms

otel details

Room Options

Flexible Rate Modern King With Sofa Bed Deluxe Guest Room 1 King Sofa Bed (Galileo)
Rules and cancellation policy ⓘ $204

Flexible Rate Modern King With Sofa Bed Deluxe Guest Room 1 King Sofa Bed (Galileo)
Rules and cancellation policy ⓘ $204

Exhibit 12

7. On the Review Screen, check that all information is correct. You can edit your **Preferences**, **Hotel Guest Information** and add a **Hotel Program**.

NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.
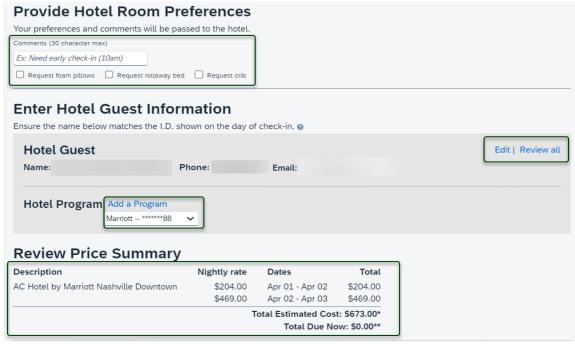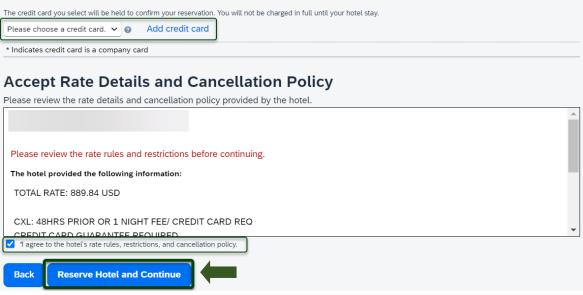
Provide Hotel Room Preferences
Your preferences and comments will be passed to the hotel.

Comments (30 character max)
Ex: Need early check-in (10am)
☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

Enter Hotel Guest Information
Ensure the name below matches the I.D. shown on the day of check-in. ⓘ

Hotel Guest Edit | Review all
Name: Phone: Email:

Hotel Program Add a Program
Marriott -- *******88 ▼

Review Price Summary

Description	Nightly rate	Dates	Total
AC Hotel by Marriott Nashville Downtown	$204.00	Apr 01 - Apr 02	$204.00
	$469.00	Apr 02 - Apr 03	$469.00
		Total Estimated Cost:	$673.00*
		Total Due Now:	$0.00**

Exhibit 13

8. Select a method of Payment.

Select a method of payment

Please select the MSU AGENCY CARD to bill air or rail to MSU directly for the air or rail transaction.

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Please choose a credit card. ▼ ⓘ Add credit card

* Indicates credit card is a company card

Accept Rate Details and Cancellation Policy
Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 889.84 USD

CXL: 48HRS PRIOR OR 1 NIGHT FEE/ CREDIT CARD REQ
CREDIT CARD GUARANTEE REQUIRED

9. Review the Rate Detail and Cancellation Policy. >Select **Reserve Hotel and Continue**.

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

Back   **Reserve Hotel and Continue**

Exhibit 14

8

Complete Reservation

1. Complete all the steps for booking air/rail, car, or hotel and select your options from the results pages.

2. Enter trip information in the **Trip Name & Trip Description** field. Enter any applicable reporting information in the reporting fields and select **Next**.

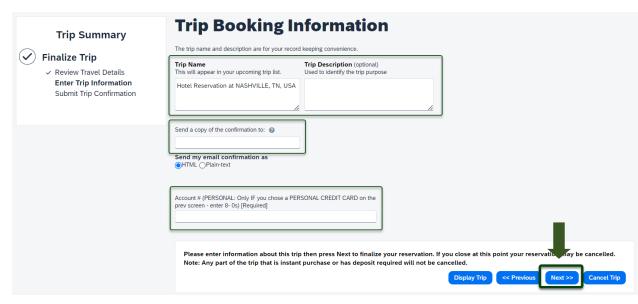NOTE: Enter department account number in the **Account #** field.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Hotel Reservation at NASHVILLE, TN, USA

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to: ⊘

Send my email confirmation as
◉ HTML ○ Plain-text

Account # (PERSONAL: Only IF you chose a PERSONAL CREDIT CARD on the prev screen - enter 8- 0s) [Required]

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip | << Previous | **Next >>** | Cancel Trip

Trip Summary
✓ Finalize Trip
  ✓ Review Travel Details
  Enter Trip Information
  Submit Trip Confirmation

Exhibit 15

3. To compete the booking, select **Confirm Booking**.

Total Estimated Cost

Hotel: $179.37 USD
Total Estimated Cost: $179.37 USD

Almost done... Please confirm this itinerary.

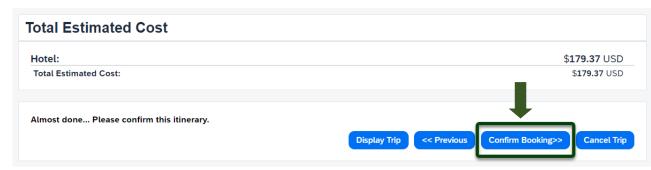Display Trip | << Previous | **Confirm Booking>>** | Cancel Trip

Exhibit 16

4. After selecting **Confirm Booking**, a Concur booking confirmation is emailed to the traveler and if applicable, to the arranger. Approximately 5 to 30 minutes later, the person who booked the reservation will receive an itinerary invoice from Christopherson Travel. Keep this email for your records and if applicable, forward this email to the traveler.

REV 2: 4/24