

Concur Quick Reference

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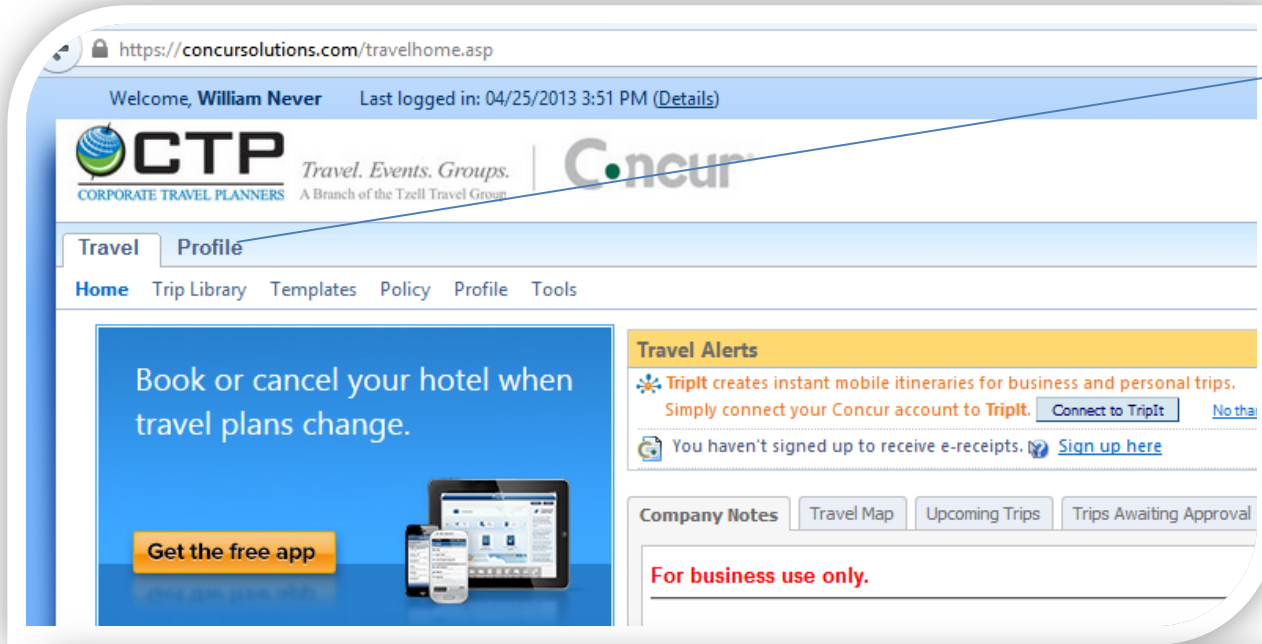


CORPORATE TRAVEL PLANNERS

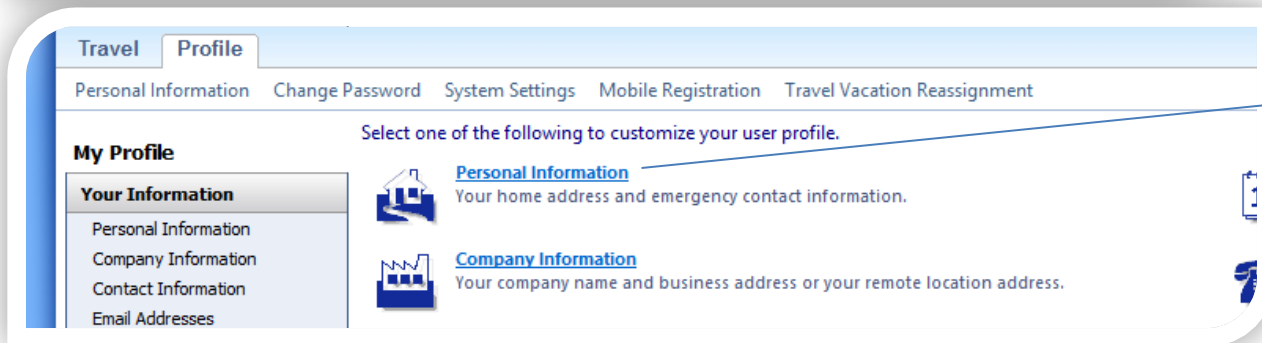
Travel. Events. Groups.

A Branch of the Tzell Travel Group

Update Your Profile



Click the “Profile” tab in the top menu bar.



Click the first link labeled “Personal Information” to access your full profile page.

Please update your entire profile with all your preferences, frequent traveler numbers, credit cards for travel, and all required fields. Please be sure to click the “Save” button which appears in many spots on the profile page.

Save

Once your profile is up to date. You may proceed with making your travel reservations.

Create Travel Reservations

Plan your flight, car and hotel:

e.g. flight from JFK to Paris on Tuesday

Air/Rail

Round Trip One Way Multi-Segment

Departure City
SAT - San Antonio Intl - San Antonio, TX

Arrival City
DCA - Ronald Reagan National Arpt - Washington, DC

Departure

Return

Pick-up/Drop-off car at airport

Find a Hotel

Find hotels within miles of

Airport Address
 Company Location Reference Point / Zip Code

Please enter an airport.
DCA - Ronald Reagan National Arpt - Washington, DC

With names containing:

Specify airline Refundable only air fares

Search flights by: Price Schedule

For Online assistance please call 877-727-5188.
For Full Service assistance please call 866-366-1142 (toll free) or 210-366-1142
Prompt #2 Domestic
Prompt #3 International

Hours of operation: 8:00am - 6:00pm CST
After Hours: 6:01pm - 7:59am CST
After Hours Toll Free Number 800-441-6512 use VIT Code S-2P2A

*Please note there is a \$16.00 charge per after hours call
*Additional fees may apply

[Motor Vehicle Rental Exemption Certificate](#)
[Texas Hotel Occupancy Tax Exemption Certificate](#)

Notice the travel section on the left of your home page.

This is where you will begin your booking.

Book Air, Car, and Hotel at once.

- Simply, add your departure city and arrival city
- Dates and times of travel
- Check off the "Pick-up/Drop off car at airport" box
- Check the "Find a Hotel" box
- Fill out any other custom specifications as needed and then click the "Submit" button

Booking Air

1. Choose your outbound flight

2. Choose your return flight

3. Click "Price These Options"

4. Click "Reserve"

The screenshots show the following details:

- Search Results:** Washington, DC - Sat, May 25. Outbound flights: American #1206 (SAT, 7:25am DFW to 8:35am DCA), American #176 (DFW, 10:30am DCA to 2:20pm DFW). Return flights: American #1143 (DCA, 4:20pm DFW to 6:45pm DCA), American #2247 (DFW, 7:35pm SAT to 8:35pm DFW). Price: \$428.60.
- Chosen Carriers:** Outbound flight selected: American #1206 (SAT, 7:25am DFW to 8:35am DCA). Return flight selected: American #2247 (DFW, 7:35pm SAT to 8:35pm DFW). Price: \$428.60.
- Compare List:** Flight options with prices and durations. The first option is highlighted with a green 'Reserve' button.

State Government Fares Explanation

UT has a State Government credit card hard coded into Concur to default for all airfare.

How can I tell I am choosing a State Rate?

1. Click the "Show Details" link on the fare that you have selected.
2. When its expanded scroll down to the bottom Fare Rules section and check if there is GSA Information
3. If you see a contracted Government Fare, this indicates that it is a State Government Rate.

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Expand All Details

Displaying: 107 out of 107 results. << Previous | Page: 1 of 11 | Next >> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$463.60	American	SAT 9:40am ⇒ DCA	3:40pm	1	5h
<input checked="" type="checkbox"/> Reserve		DCA 4:20pm ⇒ SAT	8:35pm	1	5h 15m
Compare ↕	◆◆	More like this +	Show details ↗		
\$463.60	American	SAT 9:40am ⇒ DCA	3:40pm	1	5h

\$463.60 | American | SAT 9:40am ⇒ DCA 3:40pm 1 5h

Reserve

Compare ↕ ◆◆ More like this + Hide details ⌵

Outbound flight: San Antonio, TX (SAT) - Washington, DC (DCA) Apr 26

American #2284	San Antonio Intl (SAT) Depart: Friday, 9:40am	Dallas Ft Worth Intl (DFW) Arrive: Friday, 10:50am
American #616	Dallas Ft Worth Intl (DFW) Depart: Friday, 11:50am	Ronald Reagan National... (DCA) Arrive: Friday, 3:40pm

Return flight: Washington, DC (DCA) - San Antonio, TX (SAT) Apr 27

American #1543	Ronald Reagan National... (DCA) Depart: Saturday, 4:20pm	Dallas Ft Worth Intl (DFW) Arrive: Saturday, 6:45pm
American #2247	Dallas Ft Worth Intl (DFW) Depart: Saturday, 7:35pm	San Antonio Intl (SAT) Arrive: Saturday, 8:35pm

American - (Sabre)
[Fare Rules](#)
Ticket non-refundable - penalties may apply
 Change fee likely applies (plus fare difference, see fare rules)
 E-Ticketing Available

GSA Information
 Restricted Contract Government Fare

View more fares

Frequent Flyer Programs: No Program selected Reserve

+ Add a Program

Price | Schedule (selected)

Search

Outbound - Fri, Apr 26

Depart: 7:00 AM - 10:45 AM

Arrive: 12:59 PM - 10:59 PM

Return - Sat, Apr 27

Depart: 3:00 PM - 6:40 PM

Arrive: 8:20 PM - 11:49 PM

Price: \$463.60 - \$1578.60

Display Settings

Hide Non-refundable Fares
 Hide Propeller Planes
 Depart/Return Same Airport Only

Airport Filters

Outbound
 Departure
 SAT - San Antonio, TX (\$463.60)
 Arrival

CLOSE-UP

American - (Sabre)

[Fare Rules](#)

Ticket non-refundable - penalties may apply
 Change fee likely applies (plus fare difference)
 E-Ticketing Available

GSA Information

Restricted Contract Government Fare

University System Negotiated Discounts

Concur

\$201.14 American SAT 9:40am ⇒ DFW 10:50am 0 1h 10m
Reserve DFW 5:25pm ⇒ SAT 6:30pm 0 1h 5m

Compare More like this + Hide details

Outbound flight: San Antonio, TX (SAT) - Dallas, TX (DFW) May 24

American #2284	San Antonio Intl (SAT) Depart: Friday, 9:40am Stops: 0 Duration: 1h 10m Economy: S McDonnell Douglas Super MD-80	Dallas Ft Worth Intl (DFW) Arrive: Friday, 10:50am	
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Return flight: Dallas, TX (DFW) - San Antonio, TX (SAT) May 26

American #845	Dallas Ft Worth Intl (DFW) Depart: Sunday, 5:25pm Stops: 0 Duration: 1h 5m Economy: Q McDonnell Douglas Super MD-80	San Antonio Intl (SAT) Arrive: Sunday, 6:30pm	
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University System negotiated discounts are already loaded in Concur. The screenshots on the left show an example of the discount being applied seamlessly to the fare at the time of booking.

The top screenshot shows an American itinerary for **\$201.14**

The bottom screenshot shows the same itinerary on aa.com at a higher rate of **\$204.80**

Notice they are the same flight times, dates, and flight numbers. They were both priced at the same time.

This is an example of the 2% discount being applied in Concur.

San Antonio to Dallas/ Fort Worth
1 Adult
Friday May 24, 2013 – Sunday May 26, 2013

Your Trip Cost:
\$204.80 USD

[Baggage and Optional Charges](#)

Flight Information

Flight	Depart	Arrive	Average Fare
American Airlines 2284	San Antonio (SAT) May 24, 2013 09:40 AM Travel Time : 1 h 10 m Cabin Class : Economy Seat : unassigned	Dallas/ Fort Worth (DFW) May 24, 2013 10:50 AM Booking Code : S Plane Type : M83	\$183.00
American Airlines 845	Dallas/ Fort Worth (DFW) May 26, 2013 05:25 PM Travel Time : 1 h 5 m Cabin Class : Economy	San Antonio (SAT) May 26, 2013 06:30 PM Booking Code : Q Plane Type : M80	Average Fare Adult \$183.00 Taxes & Fees Adult \$21.80 Price and Tax Information
Flight Subtotal			\$204.80

From AA.com

Reserving A Car

https://concurrency.com/travelwizard/twCarChoose.asp?69018.16=1619755268.09692&cbsid=69018.51&HTTP_REFERER=%2Ftravelwizard%2Fwizard_proces

Hide matrix

All 62 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Mini Van	Full-size
	20.08	21.06	22.04	26.94	26.94	59.00	--	--
	29.00	29.00	30.00	31.00	31.00	43.00	47.00	71.00
	30.00	30.00	31.00	32.00	32.00	43.00	47.00	71.00
	31.36	32.34	34.30	34.30	36.75	42.15	49.00	96.00
	31.36	32.34	34.30	34.30	36.75	42.15	49.00	96.00

Use the following Car Program:

+ Add car Mileage Program

Change Car Search

Car Display Filters

- Unlimited miles
- Air conditioning
- Hybrid

Car Transmission

- Automatic
- Manual

Displaying: 5 out of 62 results.

Sorted By: Policy - Most Compliant

Compact Car (Sabre) E-Receipt Enabled more info

\$21.06 per day
(Corporate rate)

Reserve

Unlimited miles
Automatic transmission
Total cost **\$33.95***

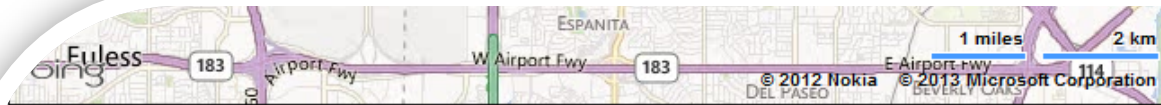
Compact Car (Sabre) E-Receipt Enabled more info

\$28.00 per day Unlimited miles

University preferred car companies and their discounts are loaded into Concur. You will only have these car companies to choose from when booking your rental.

Click the "Reserve" button when you locate the car you would like to reserve.

Hotel Reservations



[View map legend](#)

Sorted By: **Policy - Most Compliant** With names containing: **hyatt**

Lodging Per Diem limit for Dallas -- Dallas County: \$113

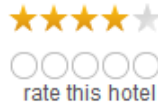
[Expand All Details](#)

Displaying: 4 out of 87 results.

1. Hyatt Regency DFW



2334 N International Pkwy
Dallas, TX 75261
Broadmoor Hills
0.58 miles | [view map](#)



rate this hotel

\$113

\$194

[more info](#) | [compare](#)

[hide rooms](#)

Breakfast: Full: Free

Wireless: Wireless: Free, Common Area Wireless: Free

Parking: Parking: Free

<input type="radio"/>	\$113	State Of Texas* Ada Queen Tub - Ada Queen Tub:free/park:32in Flat Screen: (Rate Code: AQTGSDS) (Sabre)
<input type="radio"/>	\$113	State Of Texas* Ada King Showe - Ada King Shower:free/park:32in Flat Screen Tv: (Rate Code: AKSGSDS) (Sabre)
<input type="radio"/>	\$113	State Of Texas* Ada Queen Show - Ada Queen Shower:free/park:32in Flat Screen: (Rate Code: AQSGSDS) (Sabre)
<input checked="" type="radio"/>	\$119	Travel Leaders W 2 Queen Beds - 2 Queen Beds:free/park:32in Flat Screen: (Rate Code: QENPREF) (Sabre)

Warning: This hotel rate is greater than your per diem. Please provide reason after clicking the reserve button.

[Rate details / Cancellation policy](#)

Use the following Hotel Program: **No Program selected**

Reserve

- Espanita (3)
- Fairway Vista (2)
- Hackberry Creek
- Las Colinas (6)
- Linkside at Grap

Hotel chain

Chain Super

- Best Value Inns (1)
- Best Western (2)
- Comfort Inns (3)
- Comfort Suites (1)
- Country Inn (1)
- Courtyard (3)
- Days Inn (1)
- Dolce Hotels (1)

[Check All](#) | [Reset](#)

Hotel Amenities

- Breakfast (47)
- Broadband Internet
- Business center
- Convention center
- Dry cleaning (54)
- Fitness center (6)
- Game room (14)
- Golf course (13)

Hotel amenities may vary without notice. Not all hotels have their amenities listed.

When you are booking your hotel take note of the following:

- **Hotel Per Diem**
(Shows your max rate allowance for the city you are visiting)
- **State Rates**
(Eligible if it is for state funded travel)
- **Outside of Per Diem Alert.**
(This rate is highlighted in yellow because it is outside of the per diem for this city. You will be prompted to give a reason for choosing this rate. Notice, if it is selected your "Reserve" button is highlighted in yellow as well.)

Trip Details

The Trip Details page is the last page that captures University policy information as well as unused ticket information.

Unused ticket instruction:

- If you would like to apply an unused ticket that appears in your Concur profile, please select "Yes, unused ticket applies" from the drop down below.
- If you would NOT like to apply an unused ticket that appears in your Concur profile, please select "No, do not apply unused ticket" from the drop down below.
- If the unused ticket credit does not apply to this reservation at all, please select "Unused ticket does not apply" from the drop down below
- If you do not have any unused tickets, please select "No unused tickets" from the drop down below.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name

This will appear in your upcoming trip list.


Car/Hotel Reservation - SAN ANTONIO

Trip Description (optional)

Used to identify the trip purpose

Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.

Send a copy of the confirmation to: 

Send my email confirmation as

HTML Plain-text

TV Number [Required]

Do you have an unused ticket in your profile you would like to use? [Required]

Trip Name: Name your trip

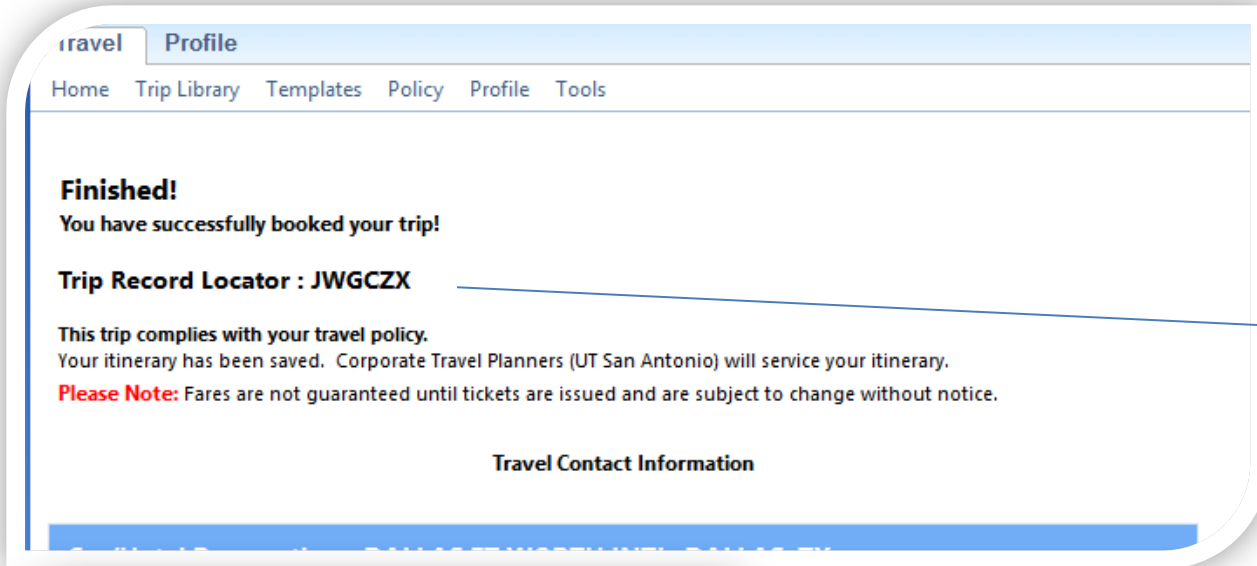
Trip Description: Enter your trip purpose here.

Comments to the agent: Need extra assistance from an agent ? Request it here.

TV Number: This information is required to proceed in reserving your itinerary.

Unused Ticket Question: If you are alerted that you have an unused ticket through the booking process , let us know if you would like an agent to apply it. This question is required to proceed.

Final Page



Once you have reviewed your itinerary and clicked the "Purchase Ticket" button you will receive a confirmation page with your record locator.

This record locator is a 6 letter code to reference this record.



Concur's free mobile app complements the Web-based solution, allowing travelers to manage their entire business trip. UT Arlington employees can do it all at their fingertips. Download from your Device App store today and login with your normal username and password.



For further Concur References, Login Links, Travel Resources, Updates and CTP Contact Info, visit **UT-CTP.COM**



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Thank you for using Concur and Corporate Travel Planners