

Concur Quick Reference

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Self Registration:

Welcome to Concur!
Registering for your account is quick and easy. Please fill in the information requested below to continue.
Your account will be created under the University of Texas at San Antonio account. If this is incorrect, please contact your administrator for the correct registration URL.

Please fill out all fields. Phone numbers are required for travel agents to contact you in an emergency.

Account Information

Concur Login * @uthct.edu

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Work Phone *

Home Phone

Configuration Settings

Time Zone *

Date Format *

* marked fields are mandatory

Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on **My Travel Profile** from the Travel Home page.

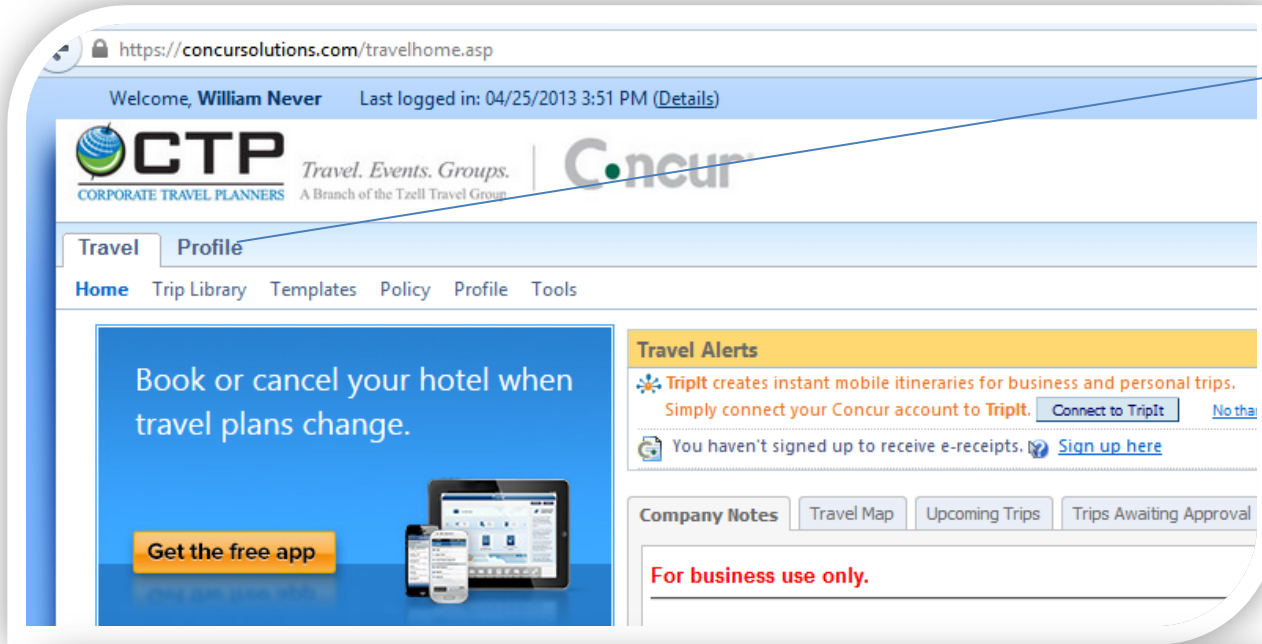
If you have any difficulties registering, please contact Customer Support for assistance.

You will receive a link from your travel department for self registration. If you did not receive it in your email, please contact the UTHCT Travel Services Department.

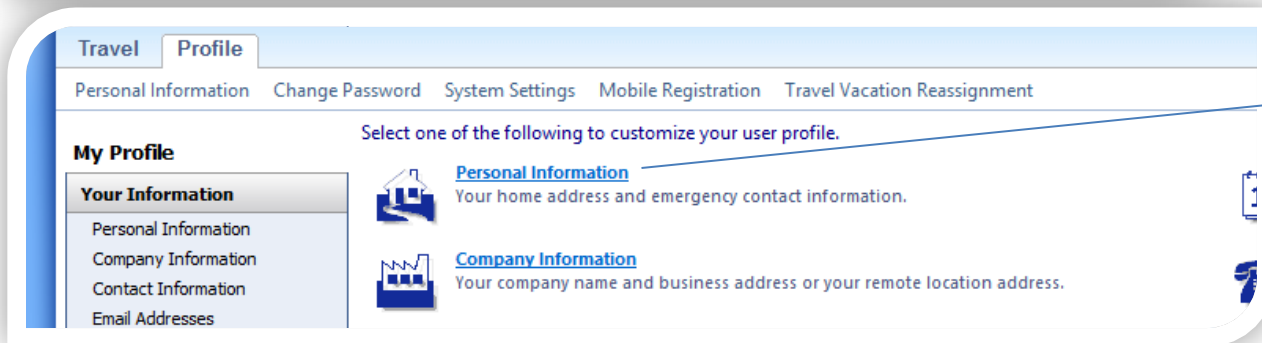
1. Fill out this form using your @uthct.edu email address and all of your contact information.
2. Once you fill this out and submit, it will be scanned for approval by UTHCT personnel.
3. Once your submission is approved, you will receive a verification email along with a link to create your password.
4. Once that is completed you can start updating your profile and booking travel at: concursolutions.com

Download Complete UTHCT Concur Quick Reference Guide Here: <http://ut-ctp.com/uthct/>

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

The screenshots illustrate the flight booking process on the Concur website. The first screenshot shows search results for flights from Washington, DC to San Antonio, TX. The second screenshot shows the 'Chosen Carriers' section with an 'Outbound' flight selected. The third screenshot shows a 'Compare List' of flight options with a 'Reserve' button highlighted.

Chosen Carriers - Outbound

Starting From	Carrier	Flight #	Day	Depart	Arrive	Class	Duration
\$428.60	American	#1206	SAT	7:25am	8:35am	0 Economy	1h 10m
	American	#176	DFW	10:30am	2:20pm	0 Economy	1h 50m

Chosen Carriers - Return

Starting From	Carrier	Flight #	Day	Depart	Arrive	Class	Duration
\$428.60	American	#1543	DCA	4:20pm	6:45pm	0 Economy	1h 25m
	American	#2247	DFW	7:35pm	8:35pm	0 Economy	1h 00m

Compare List

Price	Carrier	Depart	Arrive	Stops	Duration
\$479.71	American	SAT 7:25am	DCA 2:20pm	1	5h 55m
\$428.60	American	DCA 4:20pm	SAT 8:35pm	1	5h 15m

1. Choose your outbound flight
2. Choose your return flight
3. Click "Price These Options"
4. Click "Reserve"

State Government Fares Explanation

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
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

How can I tell if it's 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.

\$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

Frequent Flyer Programs: No Program selected | [Reserve](#) ✓

+ [Add a Program](#)

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
Reserve

American SAT 9:40am ⇒ DFW 10:50am 0 1h 10m
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	Dallas Ft Worth Intl (DFW) Arrive: Friday, 10:50am
Stops: 0 Duration: 1h 10m Economy: S McDonnell Douglas Super MD-80		

Return flight: Dallas, TX (DFW) - San Antonio, TX (SAT) May 26

American #845	Dallas Ft Worth Intl (DFW) Depart: Sunday, 5:25pm	San Antonio Intl (SAT) Arrive: Sunday, 6:30pm
Stops: 0 Duration: 1h 5m Economy: Q McDonnell Douglas Super MD-80		

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**

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
American Airlines 2284	San Antonio (SAT) May 24, 2013 09:40 AM	Dallas/ Fort Worth (DFW) May 24, 2013 10:50 AM
	Travel Time : 1 h 10 m Cabin Class : Economy Seat : unassigned	Booking Code : S Plane Type : M83

Flight	Depart	Arrive
American Airlines 845	Dallas/ Fort Worth (DFW) May 26, 2013 05:25 PM	San Antonio (SAT) May 26, 2013 06:30 PM
	Travel Time : 1 h 5 m Cabin Class : Economy	Booking Code : Q Plane Type : M80

Average Fare	\$183.00
Average Fare	
Adult	\$183.00
Taxes & Fees	
Adult	\$21.80
Price and Tax Information	
Flight Subtotal	\$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.

From AA.com

Reserving A Car

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

Hide matrix

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

Use the following Car Program: v

+ 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 v

Compact Car (Sabre) ♦♦ E-Receipt Enabled more info **Hertz**

\$21.06 per day
(Corporate rate)
Reserve ✓

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

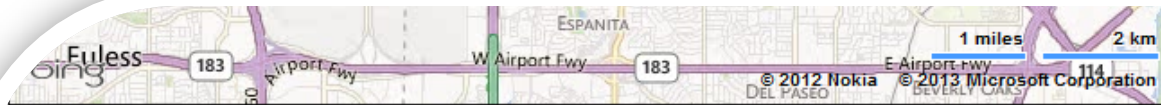
Compact Car (Sabre) ♦♦ E-Receipt Enabled more info **Budget**

\$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:

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

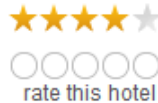
[Expand All Details](#)

Displaying: 4 out of 87 results.

1. Hyatt Regency DFW



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



\$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 Flatscreen 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 Quen 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 Inter
- Business center
- Convention cent
- Dry cleaning (54)
- Fitness center (6)
- Game room (14)
- Golf course (13)

Hotel amenities ma
without notice. Ne
their amenities list

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

- **Hotel Per Diem**
(Shows your max rate allowance for the city your visiting)
- **State Rates**
(Eligible if it 's 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.

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.

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

Speed Chart Number [Required]

Do you have an unused ticket in your profile you would like to use? [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 Name: Name your trip

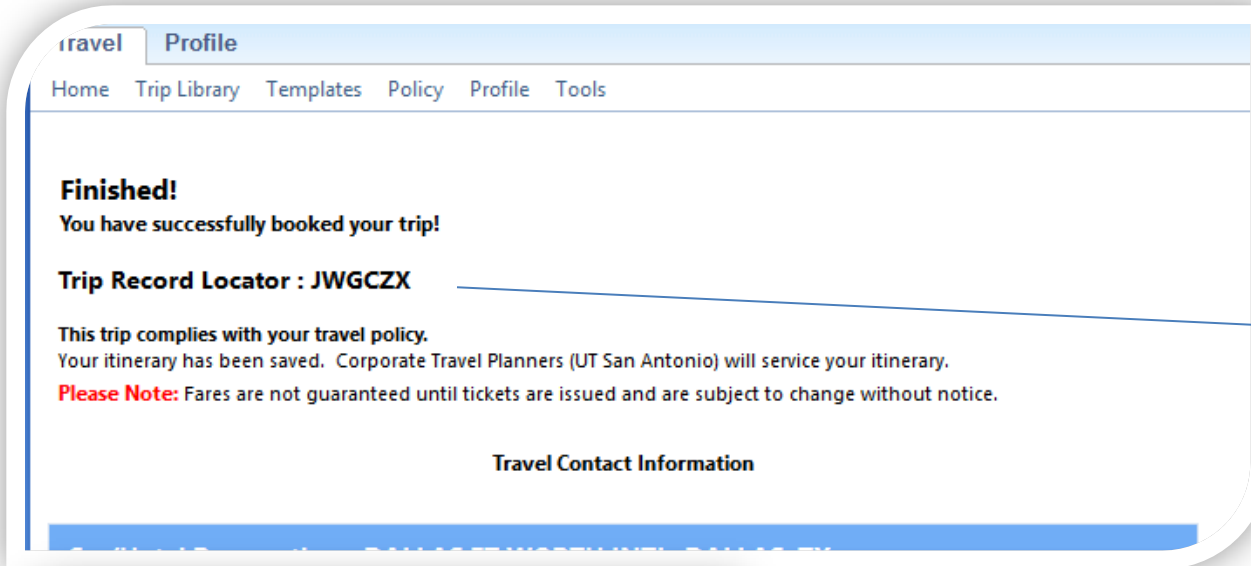
Trip Description: Enter your trip purpose here.

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

Speed Chart Number: Enter your Speed Chart Number that has been assigned to you. This field is required.

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. UTHCT 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**



Thank you for using Concur and Corporate Travel Planners