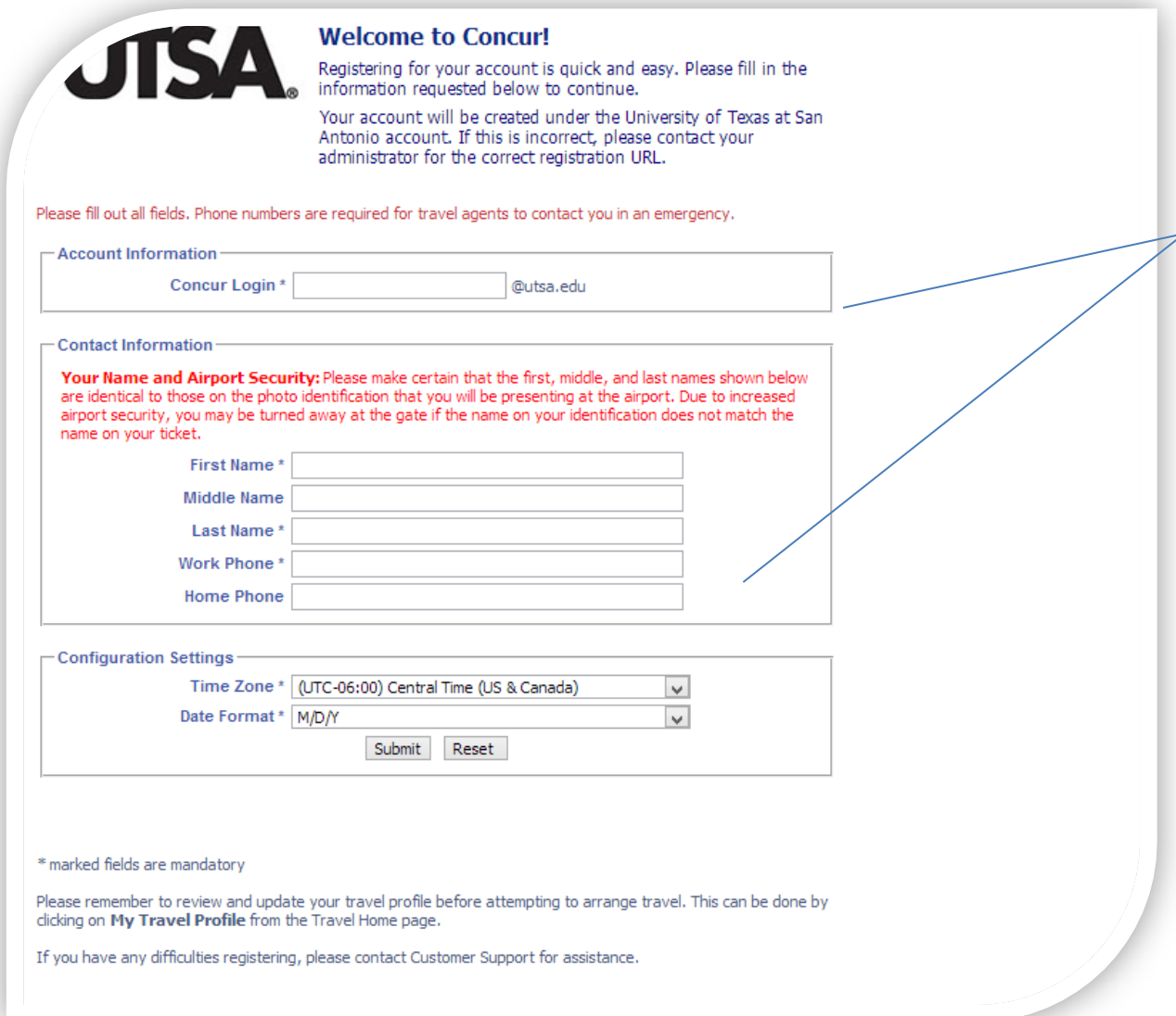


Concur Quick Reference

1. Self Registration
2. Update Your Profile
3. Getting Started on Travel Reservations
4. Booking Air
5. How to tell which Fares are State Fares.
6. UT System Air Discounts Example
7. Booking a Rental Car
8. Booking a Hotel
9. Trip Details Page
10. Finalizing your reservation , Mobile App, UT-CTP.COM



Self Registration:



UTSA **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 * @utsa.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 * (UTC-06:00) Central Time (US & Canada) ▼

Date Format * M/D/Y ▼

* 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.

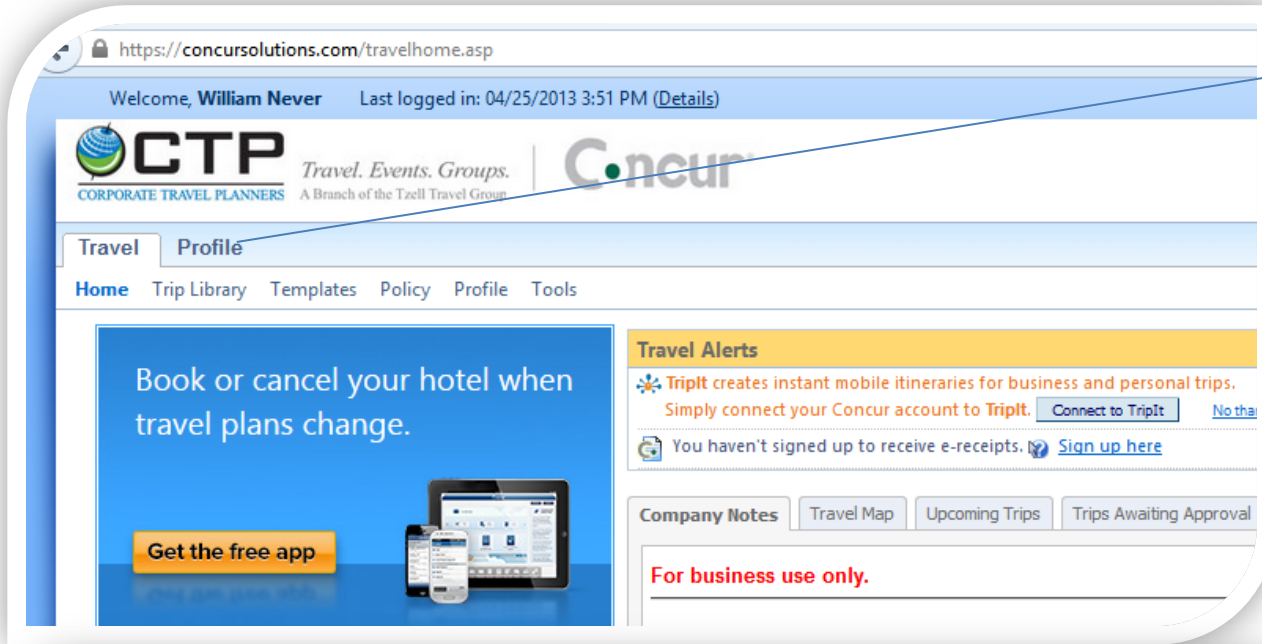
If you have any difficulties registering, please contact Customer Support for assistance.

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

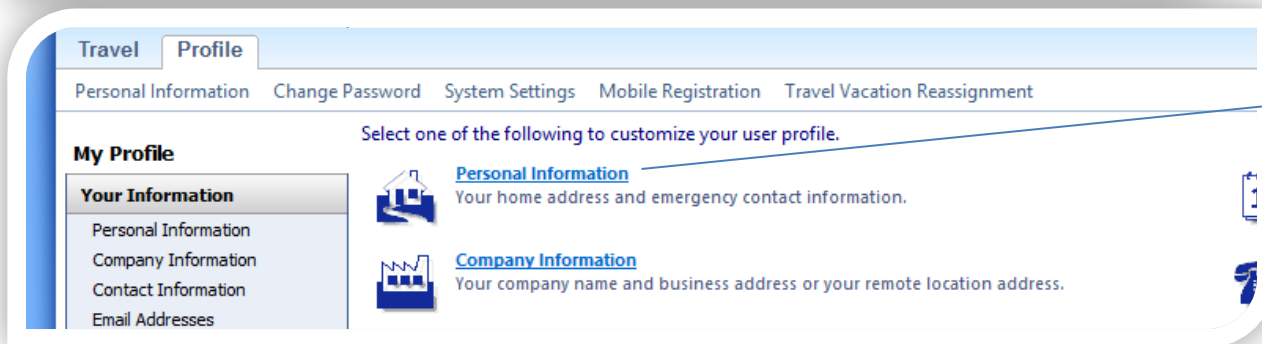
1. Fill out this form using your @utsa.edu email address and all of your contact information.
2. Once you fill this out and submit, it will be scanned for approval by UTSA personnel.
3. Once your submission is approved, you will receive a verification email along with a link to create your password.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

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

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

The screenshot shows a travel reservation interface. On the left, a sidebar contains a search bar with the text 'e.g. flight from JFK to Paris on Tuesday' and a 'Search' button. Below this are tabs for 'Air/Rail', 'Car', 'Hotel', 'Rail', and 'Flight Status'. The 'Air/Rail' tab is active, showing options for 'Round Trip', 'One Way', and 'Multi-Segment'. The 'Departure City' is set to 'SAT - San Antonio Intl - San Antonio, TX' and the 'Arrival City' is 'DCA - Ronald Reagan National Arpt - Washington, DC'. The departure date is '04/27/2013' at '9:00am' and the return date is '04/28/2013' at '5:00pm'. There are checkboxes for 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. The 'Find a Hotel' section is expanded, showing 'Find hotels within 5 miles of' and options for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code'. The 'Please enter an airport.' section shows 'DCA - Ronald Reagan National Arpt - Washington, DC'. At the bottom, there are checkboxes for 'Specify airline' and 'Refundable only air fares', and a 'Search flights by:' section with options for 'Price' and 'Schedule'.

Plan your flight, car and hotel:
e.g. flight from JFK to Paris on Tuesday

Air/Rail Car Hotel Rail Flight Status

☒ Round Trip ☐ One Way ☐ Multi-Segment

Departure City SAT
SAT - San Antonio Intl - San Antonio, TX
[Find an airport](#) [Select multiple airports](#)

Arrival City DCA
DCA - Ronald Reagan National Arpt - Washington, DC
[Find an airport](#) [Select multiple airports](#)

Departure
04/27/2013 depart 9:00am ± 2

Return
04/28/2013 depart 5:00pm ± 2

☒ Pick-up/Drop-off car at airport

☒ Find a Hotel

Find hotels within 5 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

Concur: Air Availability/Fare Quote -- Wi...

https://concur.solutions.com/travelwizard/twAirChoose.asp?64805.93=25730609.8937988&cbid=64806.24&HTTP_REFERER=%2Ftravelwizard%2Fwizarc

1 stop 54 results
2 stops 10 results
3 stops 1 results

12 results
19 results
1 results
8 results
1 results
13 results

Shop by Fares Shop by Schedule Sorted By: Preference

Chosen Carriers

Outbound

Starting From: \$428.60
5 hours 55 minutes; McDonnell Douglas Super MD-80, Boeing 737-800; (Sabre)

Return

Washington, DC - Sat, May 25
Displaying: 3 out of 7 results

Price these options

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

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

Expand All Details

Displaying: 102 out of 102 results.

Price	Carrier	Depart	Arrive	Stops	Duration
\$428.60	American	SAT 8:55am	DCA 3:40pm	1	5h 45m
\$428.60	American	DCA 4:20pm	SAT 8:35pm	1	5h 15m
\$428.60	American	SAT 8:55am	DCA 3:40pm	1	5h 45m
\$428.60	American	DCA 4:20pm	SAT 9:40pm	1	6h 20m

Departure: 05/24/2013 dep 9:00am
Return: 05/25/2013 dep 5:00pm

Search flights by: Price Schedule

Outbound - Fri, May 24
Depart: 7:02 AM - 10
Arrive: 12:55 PM - 9

Return - Sat, May 25
Depart: 3:00 PM - 6
Arrive: 7:49 PM - 10

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

Note: All state government fares need to be purchased with a state credit card (CLIBA /TAC Card).

See next 2 pages for state air fare details and UT System discount example.

State Government Fares Explanation

Please be sure that if you choose a state government rate that you use a state government credit card. (CLIBA /TAC Card)

How can I tell ?

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
Reserve <input checked="" type="checkbox"/>		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 [Reserve](#) ☒ American SAT 9:40am ⇒ DCA 3:40pm 1 5h
DCA 4:20pm ⇒ SAT 8:35pm 1 5h 15m

[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 Stops: 0 Duration: 1h 10m Economy: G McDonnell Douglas Super MD-80	Dallas Ft Worth Intl (DFW) Arrive: Friday, 10:50am
American #616	Dallas Ft Worth Intl (DFW) Depart: Friday, 11:50am Stops: 0 Duration: 2h 50m Economy: G McDonnell Douglas Super MD-80	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 Stops: 0 Duration: 3h 25m Economy: G McDonnell Douglas Super MD-80	Dallas Ft Worth Intl (DFW) Arrive: Saturday, 6:45pm
American #2247	Dallas Ft Worth Intl (DFW) Depart: Saturday, 7:35pm Stops: 0 Duration: 1h Economy: G McDonnell Douglas Super MD-80	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](#)

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
----------------	--	---

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
---------------	---	--

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
American Airlines 2284 Travel Time : 1 h 10 m Cabin Class : Economy Seat : unassigned	San Antonio (SAT) May 24, 2013 09:40 AM	Dallas/ Fort Worth (DFW) May 24, 2013 10:50 AM Booking Code : S Plane Type : M83
American Airlines 845 Travel Time : 1 h 5 m Cabin Class : Economy	Dallas/ Fort Worth (DFW) May 26, 2013 05:25 PM	San Antonio (SAT) May 26, 2013 06:30 PM 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

From AA.com

Reserving A Car


https://concur solutions.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

Displaying: 5 out of 62 results.


Sorted By: Policy - Most Compliant


Compact Car (Sabre) 

\$21.06 per day
(Corporate rate)

Reserve 


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



Compact Car (Sabre) 

\$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

Map showing location near Dallas, TX. Legend: 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

[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)

 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](#) 

Hotel chain

☒ Chain ☐ Super

☐ Best Value Inns
☐ Best Western (2)
☐ Comfort Inns (3)
☐ Comfort Suites (6)
☐ 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 be added without notice. No other amenities listed.

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.

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.

Dept Account Number: Enter your dept account number that has been assigned to you.

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.

Booking 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

Enter your description here

Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.

Please book conference hotel for me.

Send a copy of the confirmation to:

testemail@test.com, testemail2@test.com

Send my email confirmation as

☒ HTML

☐ Plain-text

Departmental Account Number [Required]

0000000000

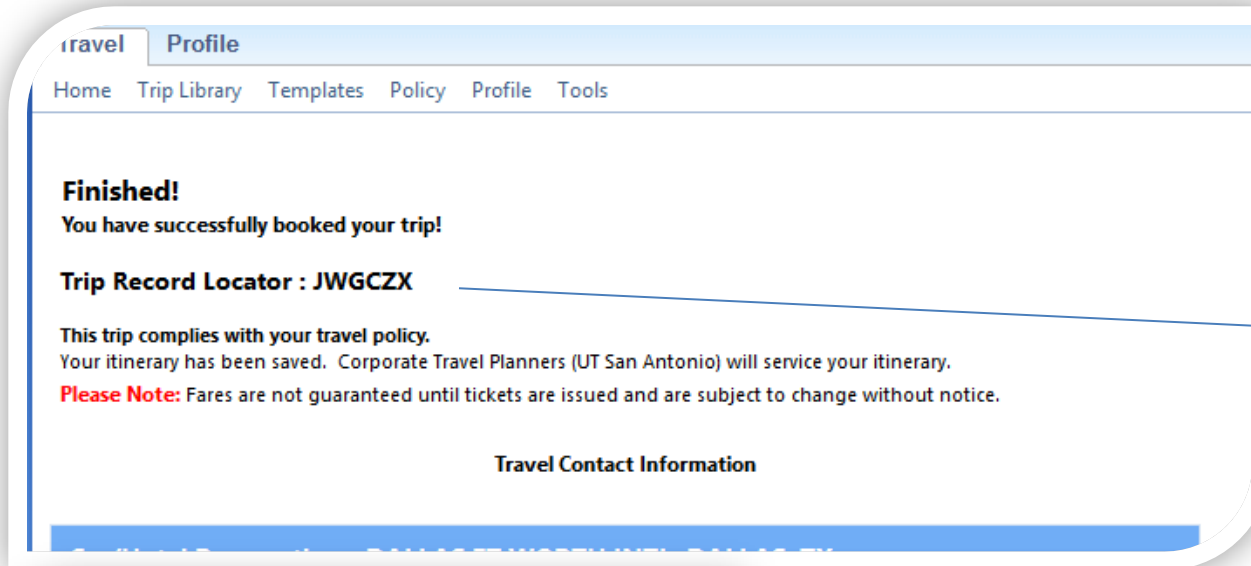
RTA Number (TV) [Required]

0000000000

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

No unused tickets.

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. UTSA 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