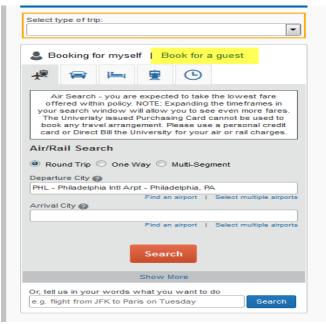


Purpose: The purpose of this document is to provide information on how to book travel for a guest of the University. You may use this tool to book tickets for visiting or potential faculty, employees, etc... or you may use this tool to book a companion personal ticket for your airfare.

- 1. Log in to Concur via the TUPortal
- 2. Click on the Travel tab.
- 3. You have the option of booking fory yourself or Booking for a guest.

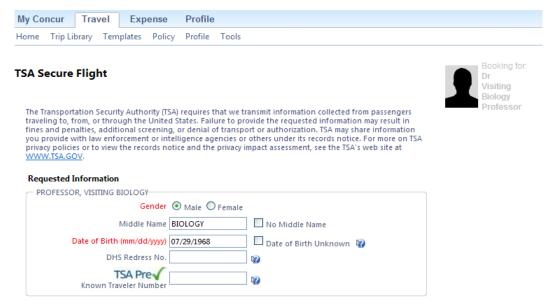


- 4. Use the Trip Search window to search for flights. After you have entered your search criteria, click on the Search button. In the "Select Type of Trip" drop down select University if this trip is to be paid for out of University funds. Select U-Personal if this is a personal booking for a spouse or someone else. Enter you flight criteria and then hit the Search button.
- The Guest Booking information window will appear. Complete the fields in the information window.
- <sup>5.</sup> Click Next.

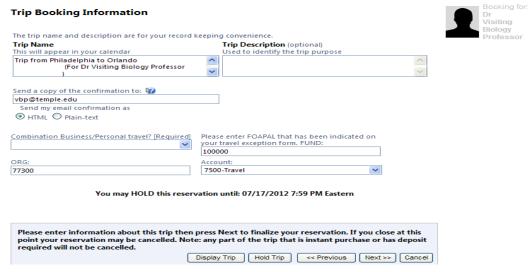




- 6. Select the desired flight. Click Next.
- 7. Select whether to bill the trip to World Travel or a credit card. If billing to the guest's credit card, select the "Add a New Credit Card" link and enter the information. You may also choose to bill to the credit card you have on file or directly to World Travel by selecting World Travel from the drop down box.
- 8. Enter the TSA required fields Gender & Birth Date. These should match the traveler's identification information. Click Next.



- 9. Review your itinerary and click Next when you are satisfied that you have selected the correct flight information.
- 10. If you are billing the airfare directly to World Travel, enter the FOAPAL to charge against. Click Next. Select whether the trip is Business Trip Only or Business & Personal.



- 11. Click the Confirm Booking button.
- 12. You and your manager will receive an email with the itinerary embedded. If the trip is being paid for out of Temple funds, your manager will have the ability to reject or approve the trip. If you selected U-personal because you are booking this trip for a spouse, the trip will be booked automatically to the credit card you entered.