How to Book for a Guest

Note: Guests are travelers that are not set up as Concur users. You should not book travel for other employees using the guest travel functionality. To book travel for other Concur users, you will need to be their travel arranger/assistant.

At this time, only airfare should be booked on a travel card for a guest. All other costs should be direct-billed or paid by the traveler for later reimbursement.

Booking for a guest ALWAYS begins on the Travel tab at the top of the screen. Once you have done this, you should see the “Book for a guest” selection as shown here:

If you do not see this “Book for a guest” option, send an email to concur@ou.edu and request that you be given the ability to book for a guest.

Once you have clicked on Book for a guest, you will see this to let you know you are now booking for a guest.

You will be defaulted into the airline/train reservation section. Enter your search criteria for the flight you need.
On the right side of the screen, you will see the available flights for the time frame specified. Click on Show all details for additional information.

Flights available within our travel policy (lowest price) have Least Cost Logical Fare in the lower left corner of the box for the flight.

Flights outside our travel policy have an exclamation mark next to the fare amount for the flight. These flights can be selected but require an exception reason.

Due to Southwest's integration with Concur, blue View fares buttons will be displayed initially. Green and Yellow Select buttons will be displayed after the View fares button is clicked.

Review the flight availability and select a flight by clicking on the fare amount.
If you select a fare with the yellow triangle next to it you will receive a Travel Policy Violation message. Select from the drop down box your reason for selecting a flight that is outside our travel policy.

![Travel Policy Violation]

Review the flight details and select your seat assignment at this time by clicking on View seats. **Note:** Southwest does not have an option for selecting seats.

Click the seat you wish to select and then click Select Seat.

Click Close.

Assign your seats for all legs of your trip.

Enter the traveler information and review the method of payment and make any necessary changes. (Method of payment should be your University travel card.) Once all information has been entered and verified, select Reserve Flight and Continue.
On the Travel Details page, review the details of your reservation and the Total Estimated Cost and then click Next.

A pop up box will appear indicating your trip does not have any car or hotel reservations. Click OK.

On the Trip Booking Information page, complete the Trip Name and Trip Description fields.

For guests, enter the Request ID as “NONE”.

Click Next if you are ready to purchase the trip or select Hold Trip if you are not ready to purchase the trip.
On the next page, click **Confirm Booking**.

Once you receive the **Finished!** page, scroll to the bottom for the options to print or email your itinerary.

When the booking is complete:
- Navigate to **Travel, Upcoming Trips**.
- Prior to the completion of the trip, **Cancel Trip** will be the Action.
- Once the trip is complete, the expense link will appear under **Action**.

Once the booking is complete, the system will redirect you to a new request. You must complete the required information for the request and submit it for approval. Once the request is approved, the ticket will be issued.

You may prepare and submit the expense report for the guest airfare as soon as the booking is completed. You will need to make the travel begin and travel end dates equal to the day prior to the day you are creating the expense report; the travel dates entered for guests do NOT have to correspond to the actual travel dates. This will allow you to submit and clear the travel card charges immediately. **This process should be used ONLY for guest bookings of airfare.**