**TRAVEL@STATE**

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Guest Booking

Booking can be done on behalf of an individual through a faculty/staff member, travel assistant, or delegate using the **Book for a Guest feature**. If you are booking for yourself, continue to use the preselected **Booking for Myself Feature**.

1. Start at the **Concur Homepage** and select **Travel** from the header. Select **Book for a Guest**.

2. Continue to book any desired reservations/rentals/tickets and refer to the following sections of this guide for any assistance.

NOTE: If you do not have the Book for a guest role active in your profile, please email concurhelp@msu.edu requesting the role to be added to your profile.

Exhibit 1

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Booking Travel for Employees and Guests
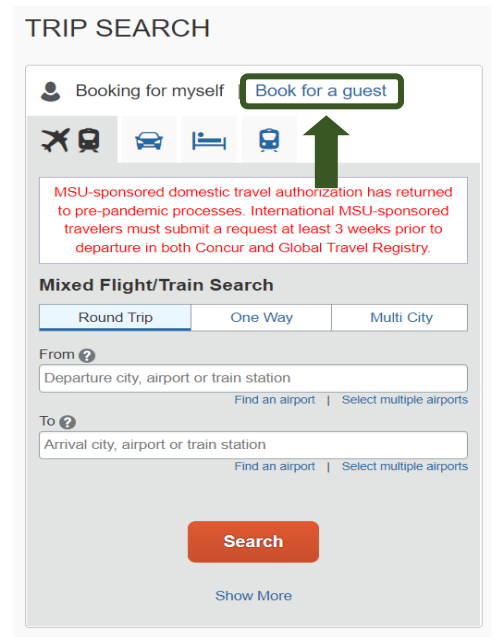
Air/Rail Search

1. Start at the **Concur Homepage** and select **Travel** from the header.

2. In the **Air/Rail** tab, select one of the following: **Round Trip**, **One Way**, or **Multi City**.

3. Enter your **Departure City**, **Arrival City**, **Departure Dates**, and **Times**.

4. If needed, select the **Pick-up/Drop-off Car at Airport** and/or the **Find a Hotel** box. More selection parameters will appear if hotel is needed.

5. Enter the **Number of Adults** and select either **Price** or **Schedule** in the **Search By** field. If wanted, specify the desired airline by selecting the **Specify a Carrier** box and choosing the desired airline. Select **Search**.

Exhibit 2

6. To search by flight number, enter the flight number in the **Flight Number Search** box. To clear the search, delete the flight number from the search box. NOTE: You can only search by flight number within the search results page (based on date and time). You cannot initiate a search with a flight number.

Exhibit 3

7. Click **Select** the flight you wish to book. Select **Reserve Flight and Continue**.

Booking Travel for Employees and Guests

Car Rental Booking

1. Start at the **Concur Homepage** and select **Travel** from the header. Select the **Car** tab.

2. Enter **Pick-up Date**, **Drop-off Date**, and **Times**.

3. Choose to pick-up car at **Airport Terminal** or **Off-Airport** and then enter the airport you will be at.

4. Select **Return Car to Another Location** or **More Search Options**, if applicable.

5. Select **Search** and select the price of the rental car you wish to book. Select **Reserve Car and Continue**.

Exhibit 4

Hotel Booking

1. Start at the **Concur Homepage** and select **Travel** from the header. Select the **Hotel** tab.

2. Enter **Check-in Date** and **Check-out Date**.

3. Choose location near **Airport**, **Address**, **Company Location**, or **Reference Point/Zip Code** and enter the chosen location.

4. Use the filter option if needed, **Only Show Results Containing** and select **Search**.
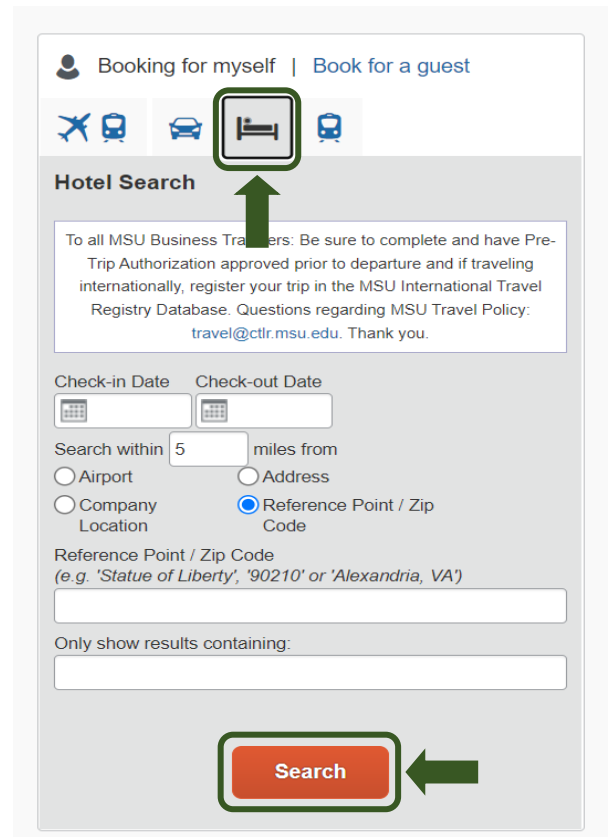
Exhibit 5

NOTE: After selecting **Search**, a second pop-up window will appear verifying the location. Select **Choose** if the location is correct.

Exhibit 6

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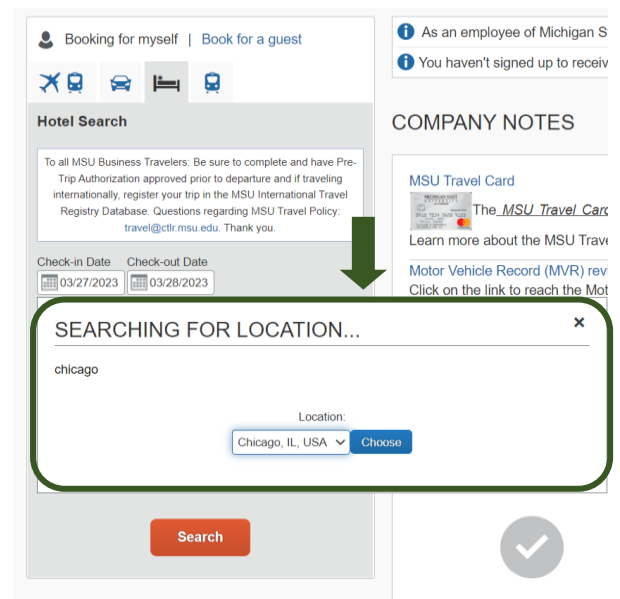
5. Once results are returned, select **View Rooms** for the desired hotel.

Exhibit 7

6. Choose desired room by selecting the price of the room and then select **Reserve Hotel and Continue**.

Exhibit 8

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Complete Reservation

1. Complete all the steps for booking air/rail, car, or hotel and selecting your options from the results pages.

2. Enter trip information in the **Trip Name & Trip Description** field. Enter any applicable reporting information in the reporting fields and select **Next**.

NOTE: Enter department account number in the **Account #** field.

Exhibit 9

3. To compete the booking, select **Confirm Booking**.

Exhibit 10

4. After selecting **Confirm Booking**, a Concur booking confirmation is emailed to the traveler and if applicable, to the arranger. Approximately 5 to 30 minutes later, the person who booked the reservation will receive an itinerary invoice from Frosch Travel. Keep this email for your records and if applicable, forward this email to the traveler.