

Booking Travel in Concur Quick Reference Guide

Last Updated: 10/08/2020

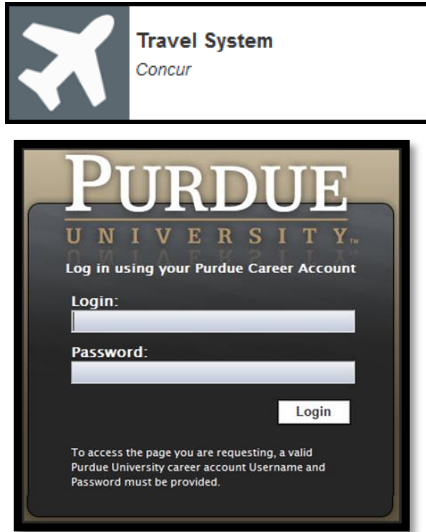
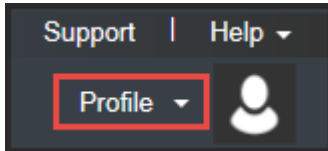
This QRG provides the steps for travelers and/or delegates to book travel and complete the Travel Request in Concur Travel and Expense.

Prior to travel, please reference the current travel guidelines in order to ensure you are compliant during COVID-19. You must have a travel waiver if you are traveling outside of Indiana. Please state in the comment section of the Report Header that a waiver has been approved.

The [Current Travel Guidelines](#) that are posted on the [Protect Purdue](#) website, should be reviewed both prior to travel and during travel due to COVID-19. [Return to campus guidance](#) is available when your out-of-state travel is complete.

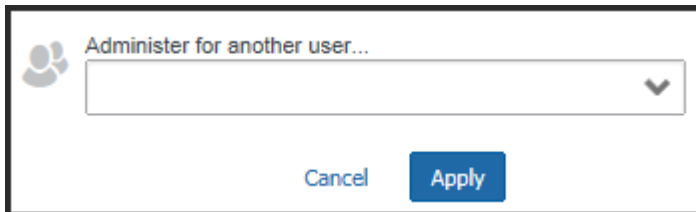
Contact Anthony Travel 24/7 for any unexpected circumstances or last minute changes to travel arrangements by calling 765-496-TRIP (8747).

Jump Links: [Log in to Concur](#), [Search for Accommodations](#), [Flight Results](#), [Car Rental Results](#), [Hotel Results](#), [Segment Itinerary](#), [Request Header](#), [Cash Advance](#), [Segments](#), [Allocations](#), [Attach Additional Documentation](#), [Submit](#), [Report Review](#), [Notifications](#)

Log in to Concur	
<p>Go to the OneCampus portal.</p> <p>Choose Travel System (Concur).</p> <p>Log in using Purdue Career Account ID and BoilerKey passphrase.</p> <p>Click Login.</p>	<p>www.purdue.edu/employeeportal</p> 
<p>If creating on on behalf of another traveler, click Profile.</p>	

Under **Administer for another user...** select user name from drop-down menu, or search by entering name.

Click **Apply**.



The screenshot shows a user interface for selecting a user. At the top, there is a text label 'Administer for another user...' next to a small icon of three people. Below this is a search bar with a dropdown arrow on the right. At the bottom of the interface are two buttons: 'Cancel' and 'Apply'.

Search for Accommodations

Before booking travel, know the following:

- University rules regarding travel
- All funding source accounts paying for the trip
- Trip or conference details

From Concur Home page, book trip using **Trip Search**.

1. Click the **Round Trip, One Way** or **Multi City** tab.
2. Enter **Departure City**.
3. Enter **Arrival City**.
4. Enter **Departure** date and time window.
NOTE: When searching, the time window defaults to ± 4 , this can be changed up to a window of ± 9 hours.
5. Enter **Return** date and time window.
6. Select **Pick-up/Drop-off car at airport** checkbox. To reserve car without returning all possible car rental options, mark **Automatically reserve this car** checkbox.
7. Select the **Find a Hotel** checkbox, for hotel accommodations. For discounted group or conference rates, do not mark this checkbox, instead book using Travel Card directly with hotel or conference.
8. Using the **Class** drop-down, choose economy class unless flying business class for medical or other approved exception that is on file in the Business Office.

Click **Search**.

TRIP SEARCH



PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur.

Mixed Flight/Train Search

Round Trip

One Way

Multi City

From ?

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To ?

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Depart ?



depart

09:00 am

± 4

Return ?



depart

03:00 pm

± 4

☐ Pick-up/Drop-off car at airport

☐ Automatically reserve this car

☐ Find a Hotel

Class ?

Search by

Economy class

Schedule

☐ Specify a carrier ?

Search

Flight Results

A summary of flight results are displayed in a table above details results.

All 17 results	Delta	Southwest	American Airlines	Multiple Carriers	US Airways
1 stop 13 results	345.70 3 results	355.20 2 results	469.70 2 results	469.70 4 results	469.70 2 results
2 stops 4 results	--	--	514.20 2 results	514.20 1 results	514.20 1 results

Flight results, by default, display by **Schedule**.

To view outbound and return flights by cost, click **Shop Fares**.

When booking by **Schedule**, the **Departure** and **Return** flights are selected separately.

If booking by **Fares**, click **Show Details** to view equipment, layover, and other detailed flight information.

For information regarding Fly America Act restrictions, visit the Purdue Travel site at:
http://www.purdue.edu/business/travel/Transportation/Air_Travel/airfaretravel.html#usflag.

Flights results are color-coded.

- **Green** indicates that the rate meets University policy.
- **Yellow** indicates that the rate is not the best available within University policy.
- **Grey** indicates that the rate does not meet University policy.

Shop by Fares

Shop by Schedule

Click on the fare to select the desired price and flight.

PLEASE NOTE: If you are booking Southwest Airlines, multi-city trips are not supported in Concur.

Depart

Return

Indianapolis, IN - Tue, Apr 7

Flight Number Search



Sorted By:

Purdue University

Displaying: 54 out of 62 results.

Previous 1 2 3 4 5 6 Next | All



United¹

07:00a IND → 08:43a IAH Nonstop

Economy

Select

¹ United 6330 operated by MESA AIRLINES DBA UNITED EXPRESS

Preferred Airline
for Purdue
University

2h 43m / United 6330 - [View seats](#)
Canadair Regional Jet 700 (Sabre)



United¹

08:45a IND → 10:32a IAH Nonstop

Economy

Select

¹ United 3583 operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

Preferred Airline
for Purdue
University

2h 47m / United 3583 - [View seats](#)
E7W (Sabre)

United¹



08:45 AM IND

→ 10:32 AM IAH

Nonstop

2h 47m

Economy
\$431.12

Select

Economy Flexible
\$822.30



Select

Least-Cost Logical

¹ UA 3583 operated by REPUBLIC AIRLINES DBA UNITED EXPRESS, UA 4186
operated by EXPRESSJET AIRLINES DBA UNITED EXPRESS

Preferred Airline

[Hide fares/details](#)

DEPART Tue, Apr 7 - Indianapolis, IN to Houston, TX

[Hide details](#)

Tue, Apr 7

08:45a IND → 10:32a IAH

2h 47m

United 3583 [View seats](#)
E7W

Operated by REPUBLIC AIRLINES DBA UNITED EXPRESS

RETURN Fri, Apr 10 - Houston, TX to Indianapolis, IN

[Hide details](#)

Fri, Apr 10

03:45p IAH → 07:15p IND

2h 30m

United 4186 [View seats](#)
Embraer RJ135/140/145

Operated by EXPRESSJET AIRLINES DBA UNITED EXPRESS

Fare Options

Free Checked Bags

Refundable

Economy (T, S)

[Rules](#) [Benefits/Services](#)

0

No



\$431.12

Economy Flexible (E)

[Rules](#) [Benefits/Services](#)

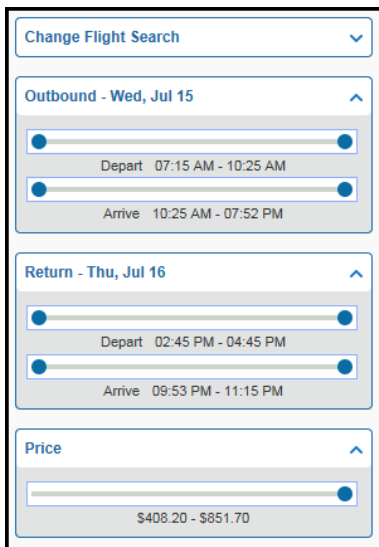
1
Up to 50lb (total)

Yes
Fees may
apply



\$822.30

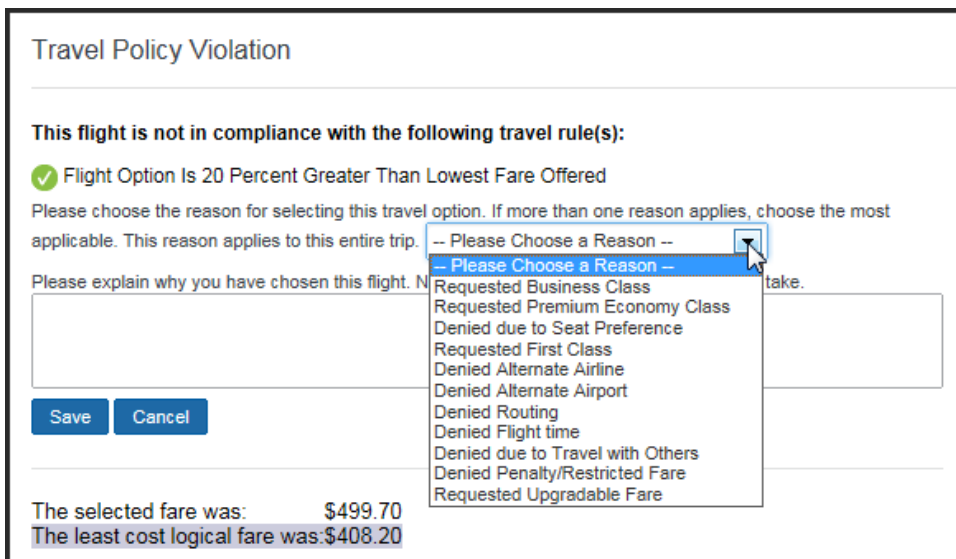
If search results do not yield adequate flights, edit search options using the tool bar located on the left side of page.



Click **Select** to choose flight.



If booking a yellow coded rate, select appropriate code from the drop-down menu and provide sufficient explanation.



NOTE: The following air carriers are immediate purchase:

- JetBlue
- Southwest
- AirTran
- Frontier

Review flight details and select any frequent traveler programs for selected carrier.

Read fare rules and restrictions.

To accept, click **Reserve Flight and Continue**.

To select new flight, click **Back**.

ACCEPT FARE RULES AND RESTRICTIONS

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

Please review the rules and restrictions listed below.

When you purchase your ticket, you agree to these rules and restrictions.

Please note that the most restrictive set of rules below applies to your entire itinerary.

Click Fare to view Rules [Indianapolis - Dallas] [Dallas - Houston] [Houston - Dallas] [Dallas - Indianapolis]

American Airlines

Indianapolis - Dallas

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back

Reserve Flight and Continue

Car Rental Results

A summary of car rental results are displayed in a table above details results.

For details on negotiated discounts see the [National and Enterprise Rental Cars](#) page of the Travel website.

Pick up: (HOU) on Wed, Jul 15 11:46 AM
Return: Thu, Jul 16 02:45 PM

[Print / Email](#)

[Hide matrix](#)

All 48 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car
Enterprise	32.00	32.00	33.00	34.00	34.00	44.00
National	32.00	32.00	33.00	34.00	34.00	44.00
ADVANTAGE	--	40.00	42.00	46.00	46.00	--
Alamo	49.00	49.00	50.00	52.00	52.00	63.00
Budget	54.15	56.05	57.00	59.00	61.00	76.95
Hertz	57.26	72.49	64.96	61.99	73.13	89.24
FOX	--	58.56	60.31	62.05	63.79	--
Thrifty	--	58.56	60.31	62.05	63.79	--
AVIS	63.65	65.55	67.45	69.35	71.25	81.70

Details are displayed below table.

Car rental results are color-coded.

- **Green** indicates that the rate meets University policy.
- **Yellow** indicates that the rate is not the best available within University policy.

Displaying: 6 out of 48 results.

Sorted By: Policy - Most Compliant

Economy Car (Sabre)

[more info](#)

\$32.00 per day
(Corporate rate)

Unlimited miles
Automatic transmission
Total cost **\$85.18***

Select



Compact Car (Sabre)

[more info](#)

\$32.00 per day
(Corporate rate)

Unlimited miles
Automatic transmission
Total cost **\$85.18***

Select



Standard Car (Sabre)

[more info](#)

\$34.00 per day
(Corporate rate)

Unlimited miles
Automatic transmission
Total cost **\$90.26***
 Car Size Exceeds Company Policy

Select



<p>Click Select to choose rental car.</p>	<div> <p>Economy Car (Sabre) ◆◆◆</p> <p>\$32.00 per day (Corporate rate)</p> <p>Select ✓</p> </div>																												
<p>If booking a yellow coded rate, select appropriate code from the drop-down menu and provide sufficient explanation.</p>	<div> <p>Travel Policy Violation</p> <p>This car is not in compliance with the following travel rule(s):</p> <ul style="list-style-type: none"> ✓ Car Size Exceeds Company Policy <p>Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.</p> <p>Please explain why you have chosen this car. NO</p> <div> <p>-- Please Choose a Reason --</p> <p>-- Please Choose a Reason --</p> <p>Additional Luggage</p> <p>Traveling With 3 Or More Passengers</p> <p>Escorting VIP's</p> </div> <p>Save Cancel</p> </div>																												
<p>Review car rental details and select any frequent traveler programs for selected carrier.</p> <p>NOTE: For National, enroll in the Emerald Club program.</p> <p>To accept, click Reserve Car and Continue.</p> <p>To select new car, click Back.</p>	<div> <p>Review and Reserve Car</p> <p>REVIEW RENTAL CAR</p> <p>Enterprise Car Rental Location Details</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Pick-up</th> <th>Drop-off</th> </tr> </thead> <tbody> <tr> <td>Standard Car</td> <td>Airport Terminal</td> <td>Airport Terminal</td> </tr> <tr> <td>Features</td> <td>HOU: Houston</td> <td>HOU: Houston</td> </tr> <tr> <td></td> <td>11:46 am Wed, 07/15/2015</td> <td>02:45 pm Thu, 07/16/2015</td> </tr> </tbody> </table> <p>PROVIDE RENTAL CAR PREFERENCES</p> <p>Your preferences and comments will be passed to the rental car agency.</p> <p>Comments (30 character max)</p> <p>ENTER DRIVER INFORMATION</p> <p>Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ</p> <p>DRIVER</p> <p>Name: William Masto Don Never Phone: 260-481-6791 ⓘ traveler195@purdue.edu ▼</p> <p>Rental Car Agency Program Add a Program</p> <p>No Program selected ▼</p> <p>REVIEW PRICE SUMMARY</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Daily Rate</th> <th>Dates</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Enterprise Car Rental</td> <td>\$34.00</td> <td>Jul 15 - Jul 16</td> <td>\$34.00</td> </tr> <tr> <td colspan="3">Total Estimated Cost : \$90.26 USD*</td> <td></td> </tr> <tr> <td colspan="3">Total Due Now: \$0.00 USD†</td> <td></td> </tr> </tbody> </table> <p><small>* Does not include additional fees incurred during time of travel. † Remaining amount due at rental location.</small></p> <p>Back Reserve Car and Continue</p> </div>	Type	Pick-up	Drop-off	Standard Car	Airport Terminal	Airport Terminal	Features	HOU: Houston	HOU: Houston		11:46 am Wed, 07/15/2015	02:45 pm Thu, 07/16/2015	Description	Daily Rate	Dates	Total	Enterprise Car Rental	\$34.00	Jul 15 - Jul 16	\$34.00	Total Estimated Cost : \$90.26 USD*				Total Due Now: \$0.00 USD†			
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Hotel Results

Review the **Hotel Per Diem Location** and **Lodging Rate**. Best practice when selecting lodging is to stay within double the listed amount for any location's nightly rate.

Click **Next>>**

Hotel Per Diem Locations

Search for Locations near:

Country (Select a Country to get a list of locations or States)

United States of America (US)

State/Province ?

Texas (TX)

Location

Harris County -- Harris County

Lodging Rate	Meals Rate	Incidentals Rate
\$ 121	\$ 66	\$ 5

Review the hotel results.

By default, the results are sorted by Distance.

Locate hotel in relationship to place of business on map provided.

Click **choose room**.

CHECK-IN TUE, APR 14 - CHECK-OUT FRI, APR 17

Show as USD

Hide Map Print / Email

Company Preferred Accommodation



Lodging Per Diem limit for Harris County -- Harris County: \$125.00

Name Search



Sorted By: Distance



Displaying: 74 out of 74 results.

Previous 1 2 3 Next | All



1. Houston Airport Marriott at George Bush
18700 John F Kennedy Blvd, Houston, TX 77032 [Map it](#)
0.16 miles ★★★★★

\$125

[View Rooms](#)

E-Receipt Enabled

[Hotel details](#)



2. Scottish Inns & Suites
7827 FM 1960 Bypass Rd W, Humble, TX 77338 [Map it](#)
2.43 miles ★★★★★


\$58

[View Rooms](#)

[Hotel details](#)

Click **View Rooms** to see available rates.

Click the blue price button that corresponds to preferred room type.



15. The Whitehall

1700 Smith St, Houston, TX 77002 [Map it](#)

0.51 miles ★★★★★

\$229

[Hide Rooms](#)

E-Receipt Enabled [Hotel details](#)

Room Options

<p>Abc Global Services 15pct Off - Standard King-galleria Or Downtown Vw-1k- 240sqft-wifi-hd Tv-sitting Area-desk (Sabre)</p> <p>Rules and cancellation policy</p>	✓	\$229
<p>Abc Global Services 15pct Off - Ada Stndrd Double-galleria Or Downtown Vw-2dbl 400sqft-wifi-whichr Accssble-rollin Shower (Sabre)</p> <p>Rules and cancellation policy</p>	✓	\$229
<p>Abc Global Services 15pct Off - Executive King-galleria Or Downtown Vw-1 K- 360sqft-wifi-hd Tv-comp Bottled Water (Sabre)</p> <p>Rules and cancellation policy</p>	✓	\$237
<p>Abc Global Services 15pct Off - Deluxe King-downtown View-1 King Bed-260sqft- Wifi-1.5 Bathrooms-private Dressing Area (Sabre)</p> <p>Rules and cancellation policy</p>	✓	\$245
<p>Stay More - Save More - Ada Stndrd Double-galleria Or Downtown Vw-2dbl 400sqft-wifi-whichr Accssble-rollin Shower (Sabre)</p> <p>Rules and cancellation policy</p>	✓	\$246

If booking a rate with a warning, select appropriate code from the drop-down menu and provide sufficient explanation.

Travel Policy Violation

This hotel is not in compliance with the following travel rule(s):

- ✓ Hotel Rate is greater than the government per diem rate plus 100 %

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Please explain why you have chosen this hotel.

-- Please Choose a Reason --

Declined Preferred Hotel Due To Location

Declined Preferred Hotel Due To Rate

Declined Preferred Hotel Due To Personal Preferences

Other - Please Explain in Box Below

[Save](#) [Cancel](#)

Review lodging details and select any frequent traveler programs for selected provider.

Read **Rate Details** and **Cancellation Policy**.

To accept, mark **I agree to the above rate rules, restrictions, and cancellation policy** checkbox and click **Reserve Hotel and Continue**.

To select new hotel, click **Back**.

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

The Sam Houston Hotel **synxis**

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 245.00

TOTAL RATE: 286.65 USD

CANCEL 1 DAYS PRIOR TO ARRIVAL

☐ I agree to the above rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)

Segment Itinerary

The ability to change, edit or cancel reservations can still be made at this time using the links to the right of the segment details.

Reservations

Wednesday, July 15, 2015



Flight Indianapolis, IN (IND) to Dallas, TX (DFW)

[Change](#) | [Cancel all Air](#)

American Airlines 2281

Departure: 08:00 AM

Seat: 26A (Confirmed) [Change Seat](#)

Indianapolis Intl Arpt (IND)
Duration: 2 hours, 16 minutes
Nonstop

Confirmation: TZFFFU

Status: **Confirmed**

Arrival: 09:16 AM

Dallas Ft Worth Intl (DFW)

Additional Details

Aircraft: Super MD-80

E-Ticket

Cabin: Economy (G)

Distance: 760 miles

Meal: Food for purchase

Other segments can still be added by clicking the segment icon options.

Add to your Itinerary



[Car](#)



[Hotel](#)

The itinerary appears in sections or segments.

Outbound airfare to the destination appears first.

Review outbound flight details, including seat location.

Reservations

Wednesday, July 15, 2015



Flight Indianapolis, IN (IND) to Dallas, TX (DFW)

[Change](#) | [Cancel all Air](#)

American Airlines 2281

Departure: 08:00 AM

Seat: 26A (Confirmed) [Change Seat](#)

Indianapolis Intl Arpt (IND)
Duration: 2 hours, 16 minutes
Nonstop

Confirmation: TZFFFU

Status: **Confirmed**

Arrival: 09:16 AM

Dallas Ft Worth Intl (DFW)

Additional Details

Aircraft: Super MD-80

E-Ticket

Cabin: Economy (G)

Distance: 760 miles

Meal: Food for purchase

1 hr, 14 min layover at Dallas Ft Worth Intl (DFW)

Flight Dallas, TX (DFW) to Houston, TX (HOU)

American Airlines 5376

Departure: 10:30 AM

Seat: 09A (Confirmed) [Change Seat](#)

Dallas Ft Worth Intl (DFW)
Terminal: B
Duration: 1 hour, 16 minutes
Nonstop

Confirmation: TZFFFU

Status: **Confirmed**

Arrival: 11:46 AM

Houston Hobby Arpt (HOU)

Additional Details

Aircraft: Canadair 900

E-Ticket

Cabin: Economy (G)

Distance: 247 miles

Meal: Food for purchase

Review rental car reservation details.



Enterprise Car Rental at: Houston US (HOU)

[Change](#) | [Cancel](#)

Pick-up at: Houston US (HOU)

Pick Up: 11:46 AM Wed Jul 15
Pick-up at: [Houston US \(HOU\)](#)
Number of Cars: 1

Confirmation: 266735132COUNT
Status: **Confirmed**
Rate Code: Z2NXVD

Return: 02:45 PM Thu Jul 16
Returning to: [Houston US \(HOU\)](#)

Additional Details

Rate: \$34.00 USD daily rate, unlimited miles; \$34.00 USD extra daily rate, unlimited miles; \$11.22 USD extra hourly rate, unlimited miles
Total Rate: \$90.26 USD
Corporate Discount: XZ08035

Rental Details

Standard / Car / Automatic transmission / Air conditioning

Review lodging arrangements and potential fees.



The Sam Houston Hotel

[Change](#) | [Cancel](#)

1117 Prairie Street
Houston, Texas, 77002
US
832-200-8800

Checking In: Wed Jul 15
Room 1, Days 1, Guests 1

Confirmation: 28340SB026051
Status: **Confirmed**
Rate Code: S1KBUS

Checking Out: Thu Jul 16

Additional Information

Daily Rate: \$245.00 USD

Total Rate: \$245.00 USD

Room Details

Room Description: RoomDescriptionCodeS1KBUS
Special Instructions: Nonsmoking

Cancellation Policy

Cancellation Fees may apply
Must Cancel 1 Day(S) Prior To Arrival.



[Add to your Itinerary](#)

Review return flight details, including seat selection.



Thursday, July 16, 2015

Flight Houston, TX (HOU) to Dallas, TX (DFW)

[Change](#) | [Cancel all Air](#)

American Airlines 2928

Departure: 02:45 PM
Seat: 11A (Confirmed) / [Change Seat](#)
Houston Hobby Arpt (HOU)
Duration: 1 hour, 13 minutes
Nonstop

Confirmation: TZFFFFU
Status: **Confirmed**

Arrival: 03:58 PM
Dallas Ft Worth Intl (DFW)
Terminal: B

Additional Details

Aircraft: Canadair 700
E-Ticket
Cabin: Economy (G)

Distance: 247 miles

Meal: Food for purchase

2 hr, 38 min layover at Dallas Ft Worth Intl (DFW)

Flight Dallas, TX (DFW) to Indianapolis, IN (IND)

American Airlines 1588

Departure: 06:36 PM
Seat: 26A (Confirmed) / [Change Seat](#)
Dallas Ft Worth Intl (DFW)
Duration: 2 hours, 17 minutes
Nonstop

Confirmation: TZFFFFU
Status: **Confirmed**

Arrival: 09:53 PM
Indianapolis Intl Arpt (IND)

Additional Details

Aircraft: Super MD-80
E-Ticket
Cabin: Economy (G)

Distance: 760 miles

Meal: Food for purchase



[Add to your Itinerary](#)

Review total estimated cost of trip for pending reservations.

Total Estimated Cost

Air		View Fare Rules
Airfare quoted amount:	\$424.19 USD	
Taxes and fees:	\$75.51 USD	
Air Total Price:		\$499.70 USD
Hotel:	\$245.00 USD	
Car:	\$90.26 USD	
Total Estimated Cost:		\$834.96 USD
Restrictions		
Quote: NONREF/SVCCHGPLUSFAREDIF/CXL BY FLT TIME OR NOVALUE		
TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.		

Read reminder text and click **Next>>**.

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.

[Next >>](#) [Cancel](#)

Enter **Trip Name**.

NOTE: This is the name as it will appear on the trip itinerary received by email from Concur as well as how the trip will be displayed on the Trip List.

Trip Booking Information

Please select next at the bottom to complete your trip

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.

Hotel Reservation at HOUSTON, TX, USA

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

Click **Next>>**.

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](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel](#)

Travel itinerary details appear one last time. Verify all reservations are correct.

Click **Confirm Booking>>**.

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel](#)

Request Header

Complete Required Fields

**Highlighted with red line or heavy left bar.*

Request JD9R


Request Name: Hotel Reservation at HOUSTON, TX, USA

[Cancel](#) [Save](#) [Submit Request](#)
Status: Not Submitted
Amount: \$709.83

Request Header [Segments](#) [Approval Flow](#) [Audit Trail](#)







Request Name Hotel Reservation at HOUSTON, TX, USA	Traveler Type? Employee (EMP)	Travel Type (Required field)	Destination Houston, Texas	Purpose of Travel	Research Benefit to Purdue? Yes	Is this trip being paid for by Purdue? Yes
Preapproval Required None	Departure Date 04/14/2020	Return Date 04/17/2020				
Will this trip include Personal Travel?	List dates of personal travel	Is someone traveling with you?	Provide name/relationship of the traveler(s)?			
Account Assignment	Extension of	Comment				

Request Name	Department/FirstInitial.LastName/Destination/Conference/FirstDateOfTravel
Traveler Type	Select: Employee (EMP)
Travel Type	<p>Select One: In State, International, International - Under Warning, Out of State. NOTE: If travel type is International or International – Under Warning, list all cities and countries that will be visited in the Comment box. For a list of countries with travel warnings, visit the Department of State website at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. Risk Management provides insurance for all International travel.</p>
Purpose of Travel	<p>Select best option from drop-down menu. NOTE: When option related to research is selected, the purpose of research is required in the Comment box.</p>
Is this trip being paid for by Purdue?	Select yes or no.
Preapproval Required	<p>Default selection is None. NOTE: When selecting None and the trip does not include a flight upgrade or cash advance, the request is auto-approved.</p> <p>Most trips do NOT require pre-trip approval. However, if the funding source for the trip is from any of the areas listed, or is mandated by department head, select the appropriate item.</p> <p>If travelling internationally on ARO, AID, EPA, USDA, State Sponsored or Foreign Gov't funds, select appropriate drop-down.</p> <p>If travelling on DOE Lab or funds that have been defined by the sponsor as requiring pre-trip approval, select appropriate drop-down.</p> <p>NOTE: When selecting all other options:</p> <ol style="list-style-type: none"> 1. The fiscal approver is required to approve the travel event. 2. Sponsored Programs accesses a report outlining travel details. Sponsored Programs will notify fiscal approver within 48 hours, if alterations are required for travel arrangements or travel should be cancelled. <p>For a list of Sponsor Defined pre-trip approval requirements, see Sponsored Programs with Travel Restrictions/Requires Sponsor Approval</p>
Departure Date	Populated by booking.
Return Date	Populated by booking.
Personal Travel	<p>List any dates to be used as personal time. NOTE: If the personal time exceeds 3 days, the following applies: Domestic Travel – Airfare reimbursement is capped at \$400. International Travel – Must submit a Cost Comparison.</p>
Travel Companion	List names of other employees, spouse, or other individuals who will be traveling with you.
Flight Upgrade	<p>Defaults to No; if Yes, select reason from drop-down. Selecting a flight upgrade requires the employee's direct supervisors approval.</p>

	For more pre-trip approval details see Approval Workflow . NOTE: If selecting Medical Disability or Medical Need , ensure approved exception is on file in the Business Office.
Vehicle Use	Select qualification from the drop-down list.
Account Assignment	<p>Account Assignment is a required field.</p> <p>Click in the Account Assignment text box.</p> <p>The CODE radio button is selected by default.</p> <p>Type an asterisk (*), followed by the Order or WBS Element number, excluding any leading characters such as 'F.' or 'C.'</p> <p>-or-</p> <p>Search by TEXT</p> <p>Change the radio button to TEXT and type an asterisk (*) followed by the account name (Football).</p> <p>NOTE: When travel is paid by more than one source of funds, use the primary (most restrictive) account assignment. If all accounts are equally restrictive, list the account that is paying for majority of cost. Multiple funding sources can be identified using allocations on segment details.</p> <p>If correct account assignment is unknown, click Save and refer to departmental business office or the job aid they provided.</p>
Extension of	Select other Travel Request name if this request is in addition to another.
Comment	<p>Enter any comments relevant to this request.</p> <p>NOTE: If traveling out of state, a travel waiver is required to be approved prior to booking travel. Please make a comment in the Comment box if a travel waiver has been completed and approved prior to booking.</p> <div style="text-align: center;">  Travel Waiver Request Form.docx </div>

Cash Advance

<div style="border: 1px solid black; padding: 10px;"> <p>Cash Advance</p> <div style="display: flex; justify-content: space-between;"> <div> Cash Advance Amount <input type="text"/> USD </div> <div> Cash Advance Comment <input type="text"/> </div> <div> Purpose <input type="text"/> </div> <div> Travel Start Date <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Travel End Date <input type="text"/> </div> <div></div> </div> </div>	
Cash Advance requires fiscal approval of the cost center indicated in the Account Assignment .	
Cash Advance Amount	<p>If requesting a cash advance greater than the \$500 available through Visa Travel Card, enter the desired amount.</p> <p>Make sure USD is in the currency drop-down.</p>
Cash Advance Comment	Provide an explanation regarding the use of funds.
Purpose	List a detailed description of the cash advance and how it will be used.

Travel Start Date	First day of travel.
Travel End Date	Last day of travel.
Segments	
Segments contain all pieces of the reservation made within Concur such as airfare, rental car, and lodging. Segments can also be made manually for any arrangements that have been booked outside Concur.	
Select the Segments tab.	<div> Request 77CV Request Name: Trip from Indianapolis to Houston Request Header Segments Approval Flow Audit Trail </div>
Review existing segment information.	<div> Air Ticket (Self-booked segment) Amount: \$499.70 <hr/> <div> From: Indianapolis Intl (Airport - IND), Indianapolis, Indiana To: Dallas Ft Worth Intl (Airport - DFW), Dallas, Texas Flight: AA2281 Class: G Depart at: Wednesday, July 15, 2015 At 08:00 am Arrive at: Wednesday, July 15, 2015 At 09:16 am Duration: 02h16 </div> <hr/> <div> From: Dallas Ft Worth Intl (Airport - DFW), Dallas, Texas To: Houston Hobby (Airport - HOU), Houston, Texas Flight: AA5376 Class: G Depart at: Wednesday, July 15, 2015 At 10:30 am Arrive at: Wednesday, July 15, 2015 At 11:46 am Duration: 01h16 </div> <hr/> <div> From: Houston Hobby (Airport - HOU), Houston, Texas To: Dallas Ft Worth Intl (Airport - DFW), Dallas, Texas Flight: AA2928 Class: G Depart at: Thursday, July 16, 2015 At 02:45 pm Arrive at: Thursday, July 16, 2015 At 03:58 pm Duration: 01h13 </div> </div>
To add a segment, click: A. Air Travel B. Car Rental C. Lodging D. Taxi Fare E. Care Service Reservation F. Railway Ticket	<div> Add Segment Click icon to create segment       </div>
Complete all required information, noted with a red bar.	<div> Hotel Reservation Amount: <input type="text"/> USD Check-In City: <input type="text"/> Dates: <input type="text"/> At: <input type="text"/> Detail: <input type="text"/> Check-Out Dates: <input type="text"/> At: <input type="text"/> Comment: <input type="text"/> </div>
Click Save .	<div> Save </div>
Allocations	

In order for all funding source Fiscal Approvers to receive appropriate notifications, all additional funding sources must be identified by allocating segments. Not providing allocations will result in lack of notification to other funding sources.

Within the segment, click **Allocate** to apply allocations necessary.

Allocate by **Percentage** or **Dollar Amount** and enter appropriate account assignments for each allocation.

Click **Save**.

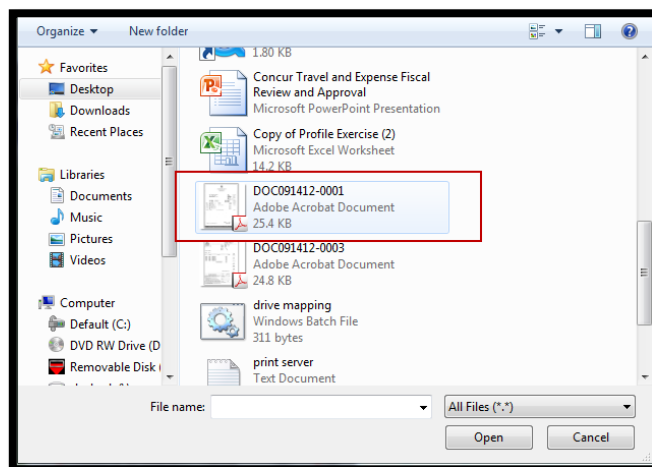
Attach Additional Documentation

If a need exists to attach additional documentation to the Travel Request, click **Attachments** and select **Attach Documents**.

Click **Browse...**

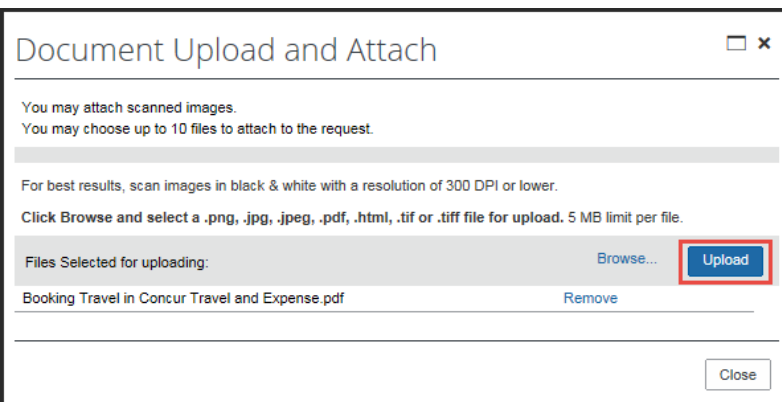
Select document from the
Choose File to Upload
window.

Click **Open**.



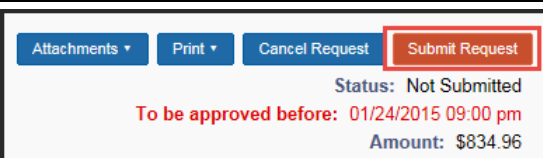
Click **Upload**.

Click **Close**.



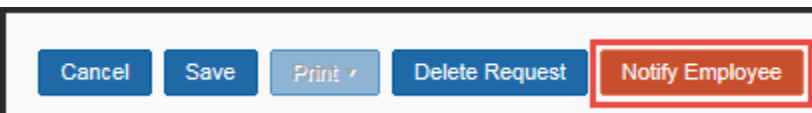
Submit

If arranging travel for yourself,
click **Submit Request**.



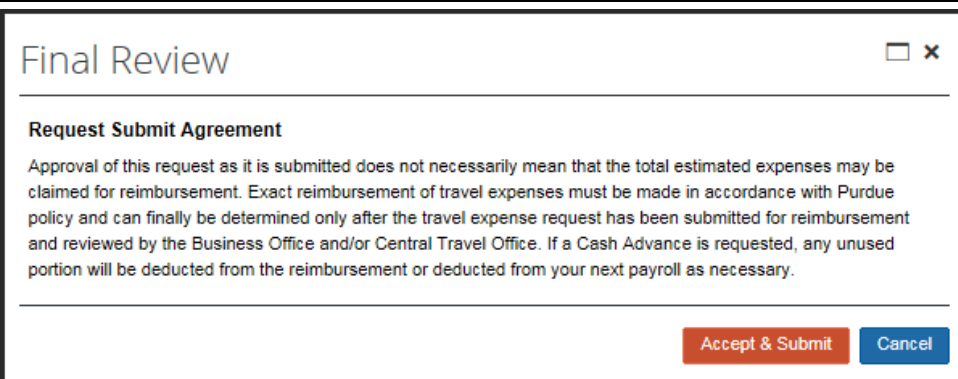
If arranging travel on behalf of
someone else, click **Notify Employee**.

NOTE: The traveler must submit
his/her own **Travel Request**.



Review the **Request Submit Agreement**.

Click **Accept & Submit**.



Trips are automatically booked and tickets purchased unless they require approval and are actively rejected by the Fiscal Approver in the Concur System.

Report Review

Sponsored Programs will review funding source report within two business days of receipt.

To deny travel on specified funds, notification is given to the fiscal approver of the funding source listed in the header **Account Assignment**.

SPS approval is required for foreign travel on all SPS funds except NSF and NIH. SPS also reviews and approves funding if one of the following applies to travel request:

- ARO (International Only)
- DOE Lab
- AID (International Only)
- EPA (International Only)
- USDA (International Only)
- State Sponsored (International Only)
- Foreign Gov't (International Only)
- Sponsor Defined

SPS approval of foreign travel on NIH and NSF funds has been delegated to the fiscal approver.

Risk Management will view reports for all international travel and process appropriate insurance forms.

Traveler will receive Insurance Identification Card, if travelling outside the 50 region United States.

The Insurance Identification Card is delivered by email prior to travel.

If the card is not received within one day prior to departure, contact the [Risk Management Department](#).

Notifications

A Concur generated email request for approval is immediately sent when pre-trip approval is required. Once approved, a notification report is generated outlining trip details and forwarded to:

- Traveler's supervisor
- Fiscal Approver of all funding sources
- Traveler

Traveler's Delegate – *Only if the delegate created the travel request.*