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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 with Air/Rail, Car Rental, Hotel, and to Complete Reservations.

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.
Air/Rail Search

1. Start at the Concur Homepage go to Travel on the left hand side. Select the Flight/Train tab.

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.

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.

7. Once results are returned, click View Fares > Select the flight you wish to book.
8. On the Review Screen, check that all information is correct. You can edit the Primary Traveler, add a Frequent Flyer Program, and Select a seat (Not all Airlines allow Preferred Seating).

NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.

8. Select the MSU Agency Card to bill directly for Airfare or Rail ONLY.

Car Rental Booking

1. Start at the **Concur Homepage** and go to **Travel** on the left hand side. 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**.
6. Once results are returned, click the price of the rental car you wish to book.

7. On the Review Screen, check that all information is correct. You can edit the **Driver Information** and add a **Rental Car Agency Program**.

   NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.

8. Select **Reserve Car and Continue**.
Hotel Booking

1. Start at the Concur Homepage go to Travel on the left hand side. 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.

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

5. Once results are returned, select View Rooms for the desired hotel.
6. Choose the wanted room by selecting the price of the room.

NOTE: Click on the "Rules and cancellation policy" to understand the rate regulations.

7. On the Review Screen, check that all information is correct. You can edit your Preferences, Hotel Guest Information and add a Hotel Program.

NOTE: Your Program Number can be added in your Profile Settings, and they will automatically populate when booking travel.

8. Select a method of Payment.

9. Review the Rate Detail and Cancellation Policy. >Select Reserve Hotel and Continue.
Complete Reservation

1. Complete all the steps for booking air/rail, car, or hotel and select 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.

3. To complete the booking, select Confirm Booking.

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 Christopherson Travel. Keep this email for your records and if applicable, forward this email to the traveler.