

## Concur Guest Traveler Guide

Your company has provided you with the option to book for **Guest Travelers**, which are non-profiled travelers that are not employees of your company and profiles you do not want saved in the system.

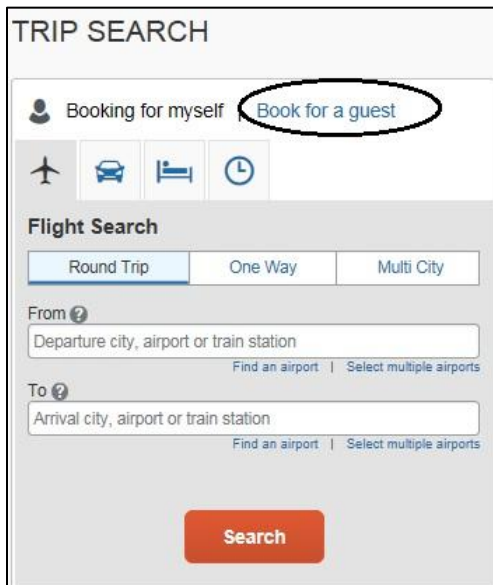
Before you begin your booking, it is recommended that you contact your **Guest Traveler** and ask for all of the information you will need while making their travel arrangements.

You will find a **Guest Traveler Booking Form** on the final page which includes all the information you may need during a booking. You can provide this to your traveler to complete and return to you before you begin their reservation.

### Guest Traveler Booking

When you have a **Guest Traveler** that requires travel arrangements you will be required to log-in to Concur using your User Name and password.

Under **Trip Search** you will see the options **Booking for myself** and **Book for a guest**. Select the **Book for a Guest** link to begin your booking.



TRIP SEARCH

Booking for myself **Book for a guest**

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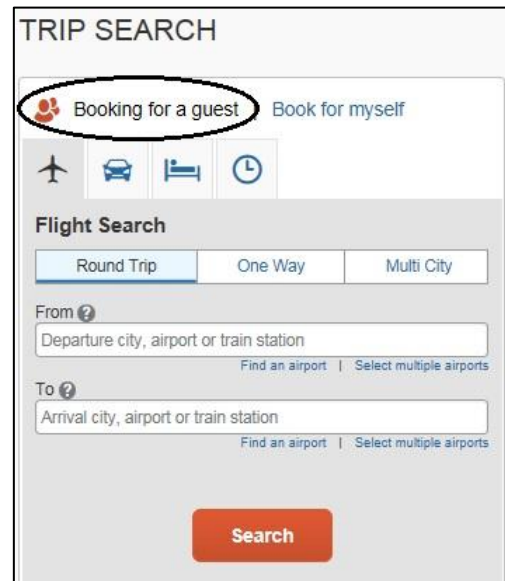
**Flight Search**

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

**Search**



TRIP SEARCH

**Booking for a guest** Book for myself

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**Search**

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Enter your information for your **Trip Search** as you normally would. Select your preferred flights (or car/hotel). On the **Review and Reserve** page you will need to provide information on your **Guest Traveler**.

**ENTER TRAVELER INFORMATION**

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

**Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport.** Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

**Guest Traveler**

Manual Entry    Look up a previous guest by name:

Title:    Legal First Name:    Middle Name (on ID):   No Middle Name   Legal Last Name:

Gender:    Date Of Birth:

Known Traveler Number:    DHS Redress No.:

Phone:    Select:    Email:

Frequent Flyer Programs

For Delta:   

You will also have the option of using the credit card on file in your profile to use for their booking.



When completed select **Reserve and Continue**. You can then continue with your booking as normal until you reach the **Finished!** page when your reservation will be complete.

**Please note each company's Concur site is configured differently. Some of the options discussed in this guide may not be available on your individual site. Changes to your site configuration may only be made at the request of your company's travel administrator.**

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## Guest Traveler Booking Form

### Traveler Information:

<p><b>Name as it appears on your photo ID:</b></p> <p><b>Gender:</b></p> <p><b>Date of birth:</b></p> <p><b>Traveler e-mail:</b></p> <p><b>Traveler cell phone:</b></p> <p><b>Passport information (if International):</b></p>
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### Travel Plans:

<p><b>Departure/Arrival cities:</b></p> <p><b>Dates of travel:</b></p> <p><b>Preferred airlines:</b></p> <p><b>Frequent traveler numbers:</b></p> <p><b>Preferred seats:</b></p> <p><b>Additional comments:</b></p>
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