

# BOOKING TRAVEL

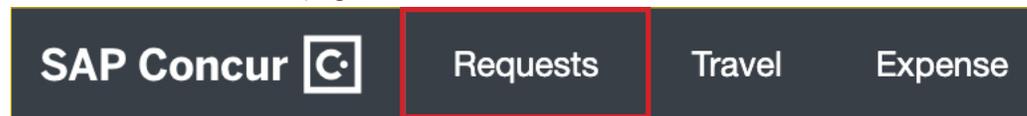
MAY 2020

CONCUR

An approved Request is required before making any travel reservations. Once the Request is approved, you will receive an Encumbrance Approval Number (E#) from cognos-proxy@rowan.edu. You may now utilize the Book feature in Manage Requests. Concur Travel is Rowan University's preferred method of booking.

## FINDING YOUR REQUEST

1. On the Concur home page, select **Requests**.



2. Manage Requests will open, showing all of your active requests.
3. Select the **Request Name** or select **Book** under the action heading for the request with the status of Pending on-line Booking.

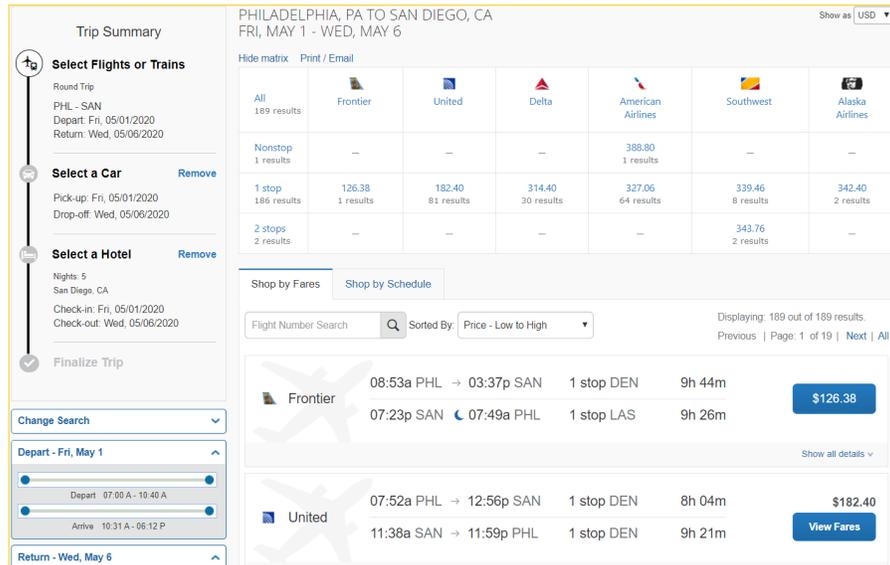
<input type="checkbox"/>		<b>ATD Conference</b>	3744	Pending on-line Booking	05/01/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	<b>Book</b>
					05/06/2020					

4. Your Request will appear. Select **Book with Concur Travel**.
5. Your itinerary will populate with the information you provided in the Segments section of your Request. You may have to enter more information regarding your travel. Select **Proceed to Booking**.



## BOOKING FLIGHTS

1. If your Request included a flight, the flight search results will populate.



**Trip Summary**  
PHILADELPHIA, PA TO SAN DIEGO, CA  
FRI, MAY 1 - WED, MAY 6

**Select Flights or Trains**  
Round Trip  
PHL - SAN  
Depart: Fri, 05/01/2020  
Return: Wed, 05/06/2020

**Select a Car** Remove  
Pick-up: Fri, 05/01/2020  
Drop-off: Wed, 05/06/2020

**Select a Hotel** Remove  
Nights: 5  
San Diego, CA  
Check-in: Fri, 05/01/2020  
Check-out: Wed, 05/06/2020

Finalize Trip

Change Search

Depart - Fri, May 1  
Depart: 07:00 A - 10:40 A  
Arrive: 10:31 A - 06:12 P  
Return - Wed, May 6

PHILADELPHIA, PA TO SAN DIEGO, CA  
FRI, MAY 1 - WED, MAY 6

Hide matrix Print / Email

All 169 results	Frontier	United	Delta	American Airlines	Southwest	Alaska Airlines
Nonstop 1 results	—	—	—	388.80 1 results	—	—
1 stop 186 results	126.38 1 results	182.40 81 results	314.40 30 results	327.06 64 results	339.46 8 results	342.40 2 results
2 stops 2 results	—	—	—	—	343.76 2 results	—

Shop by Fares Shop by Schedule

Flight Number Search  Sorted By: Price - Low to High

Displaying: 169 out of 169 results  
Previous | Page: 1 of 19 | Next | All

	08:53a PHL → 03:37p SAN 1 stop DEN 9h 44m	\$126.38
	07:23p SAN ← 07:49a PHL 1 stop LAS 9h 26m	
	07:52a PHL → 12:56p SAN 1 stop DEN 8h 04m	\$182.40
	11:38a SAN → 11:59p PHL 1 stop DEN 9h 21m	View Fares

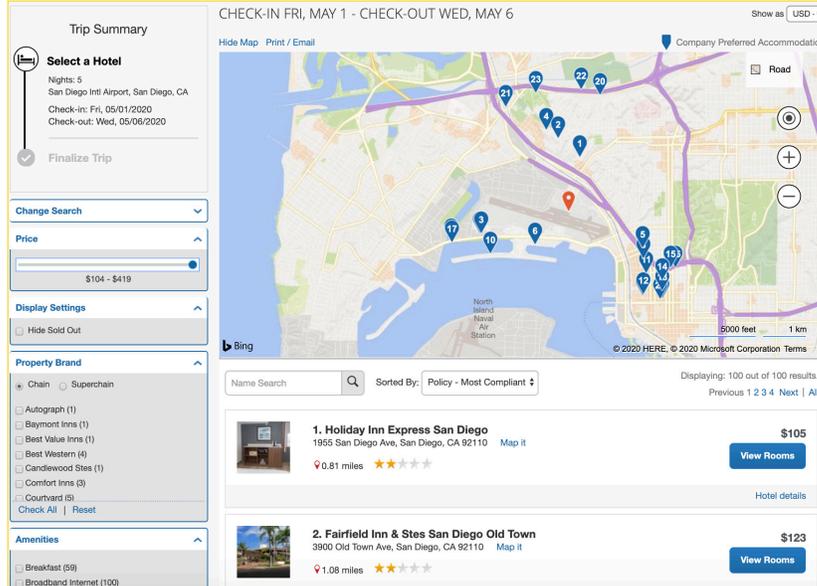
2. You can filter your search with the left menu or with the matrix at the top of the screen.
3. Review the flight options. Select **Show all details** or **View Fares** for more information.
4. Select the **price** of the flight you would like to book.
5. The Review and Reserve Flights page will populate. Verify all the information regarding your flight is correct.
6. Select a seat (if available). Concur will select seats for you if you leave this section blank.
7. Review the price summary.
8. Select the method of payment by choosing from the drop-down.

9. Read the fare rules and restrictions regarding your flight.
10. Select **Reserve Flight and Continue**.



## BOOKING A HOTEL

1. If your Request included a hotel reservation, the hotel search results will populate.



2. You will see a map with the hotels near the location you selected.
  - The red icon shows the location you selected.
  - The numbered blue icons show the hotels in the mileage range you selected. Select any of the blue icons to see specific hotel information.
3. Select **View Rooms** to see the available room options and rates. Note: The rates shown are nightly rates.
4. Select the **price** of the hotel you would like to book.
5. The Review and Reserve Hotel page will populate. Verify all the information regarding your hotel is correct.
6. Review the price summary.

7. Select the method of payment by choosing from the drop-down.

8. Read the Accept Rate Details and Cancellation Policy. Check the box stating “I agree to the hotel’s rate rules, restrictions, and cancellation policy.”

9. Select **Reserve Hotel and Continue**.

## BOOKING A CAR RENTAL & BOOKING A TRAIN TICKET

Car Rentals are not typically covered by the University. You must provide a justification for renting a car and it must be approved. If your Request included a car rental and the rental was approved, the car search results will populate.

If your Request included a train ticket, the train search results will populate.

The search results for the car rental and train ticket are very similar to the flight search results.

## FINAL STEPS

Once you have booked all of your Segments, you will see the Trip Details, Trip Booking Information, Trip Confirmation, and the Finished Booking pages. Verify that all of your travel information is correct.

On the Trip Booking information page, you **must** include the Encumbrance Approval Number (E#) and the Approved Encumbrance Amount.

To complete the booking, select **Confirm Booking>>** at the bottom of the Trip Confirmation page. This will send your request to the travel agent.



You have successfully booked your travel when you see Finished at the top of the screen with a trip record number below.