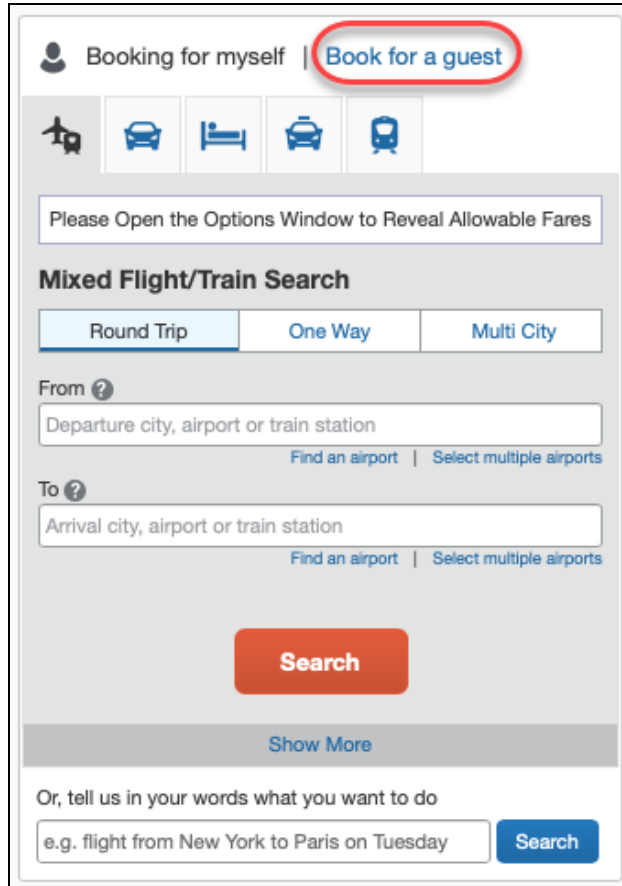


Booking a Trip

▶ **To book for a guest traveler:**

1. At the top of the search, the booker clicks **Book for a guest**.



The screenshot shows a travel booking interface. At the top, there is a user profile icon and the text "Booking for myself". To its right, the text "Book for a guest" is highlighted with a red circle. Below this, there are five icons representing different travel modes: a person with a suitcase, a car, a bed, a car, and a train. A message box says "Please Open the Options Window to Reveal Allowable Fares". Below that, the section is titled "Mixed Flight/Train Search". There are three tabs: "Round Trip" (selected), "One Way", and "Multi City". Below the tabs, there are two input fields: "From" and "To". Each field has a placeholder text "Departure city, airport or train station" and "Arrival city, airport or train station" respectively. Below each field are links for "Find an airport" and "Select multiple airports". A large orange "Search" button is centered below the input fields. Below the "Search" button is a "Show More" link. At the bottom, there is a text input field with the placeholder "Or, tell us in your words what you want to do" and a "Search" button. The placeholder text includes "e.g. flight from New York to Paris on Tuesday".

2. Using the Travel Wizard, the booker:
 - ◆ Chooses the appropriate city pairs, dates, and other options.
 - ◆ Clicks **Search**.
3. On the search results pages, the booker:
 - ◆ Chooses the desired flight.
 - ◆ Clicks **Reserve**.
4. On the **Review** pages, the booker:
 - ◆ Enters the name of the guest.
 - ◆ Completes all other required fields.
 - ◆ Provides any applicable frequent traveler account numbers.
 - ◆ Selects a seat (if available).

- ◆ Makes the appropriate choice for payment:
 - Corporate Credit Card
 - Booker's Credit Card
 - Temporary (traveler's) Credit Card

The **Review and Reserve Flight** page is shown below. Each segment type (air, hotel, car, etc.) has its own review page. The booker must specify only the non-profiled traveler's information on the first review page. This traveler's information should be pre-populated on any subsequent review pages.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Thu, Jul 4 – Seattle, WA to Los Angeles, CA [Hide details ^](#)

Thu, Jul 4 11:32a SEA → 02:21p LAX 2h 49m Delta 1721 ✔
Boeing 737-800

RETURN ✕ Fri, Jul 5 – Los Angeles, CA to Seattle, WA [Hide details ^](#)

Fri, Jul 5 01:45p LAX → 04:27p SEA 2h 42m Delta 1126
Boeing 737-900

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

Title	Legal First Name	Middle Name (on ID)	Legal Last Name
<input type="text"/>	<input type="text" value="William"/>	<input type="text" value="A"/> <input type="checkbox"/> No Middle Name	<input type="text" value="Never"/>
Gender	Date Of Birth		
<input type="text" value="Male"/>	<input type="text" value="12/13/1988"/>		
Known Traveler Number ?	DHS Redress No. ?		
<input type="text"/>	<input type="text"/>		
Phone	Email		
<input type="text" value="4255905000"/> <input type="checkbox"/> Work Phone	<input type="text" value="william.nevert@concur.com"/>		

Frequent Flyer Programs

For Delta

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

flight		Seat
DL 1721	Basic Economy (E)	Select a seat
DL 1126	Basic Economy (E)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$227.91	\$45.69	\$273.60
Total Estimated Cost: \$273.60			
Total Due Now: \$273.60			

SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

Please choose a credit card. 

Use a temporary card (entered below)

Temporary credit card: Credit card number: month / year
-- Please choose a credit card. -- 8 / 2021

* Indicates credit card is a company card

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.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#)

[Reserve Flight and Continue](#)

5. On the itinerary, the booker:
 - ◆ Reviews the itinerary for accuracy.
 - ◆ Clicks **Next**.

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Seattle to Los Angeles (For William A Never) [\(Edit\)](#)

Start Date: July 04, 2019

End Date: July 05, 2019

Created: April 26, 2019, William Never (Modified: April 26, 2019)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: PZSAIK

Passengers: William Never

Total Estimated Cost: \$273.60 USD [\(Details\)](#)

i Airfare must be ticketed by: **04/27/2019 11:00 AM Eastern**

[Change frequent flyer program](#)

Add to your Itinerary

 [Car](#)

 [Hotel](#)

 [Ground](#)

Booked outside Concur? Enter your trip [manually](#), connect with [Tripli](#), or send your itinerary to plans@concur.com.


RESERVATIONS

Thursday, July 04, 2019



Flight Seattle, WA (SEA) to Los Angeles, CA (LAX)

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

 Your flight is confirmed, but a seat was not successfully reserved.

Delta 1721

Departure: 11:32 AM

Seattle-Tacoma Intl Airport (SEA)
Duration: 2 hours, 49 minutes
Nonstop

Confirmation: G9LMTG

Status: **Confirmed**

Seat: No seat

[Select a seat](#)

Arrival: 02:21 PM

Los Angeles Intl Airport (LAX)
Terminal: 2

Additional Details

Aircraft: Boeing 737-800

Distance: 954 miles

E-Ticket

Emissions: 410.2 lbs CO₂


Cabin: BASIC ECONOMY (E)


Meal: Refreshments for Purchase



[Add to your Itinerary](#)

Friday, July 05, 2019

 **Flight Los Angeles, CA (LAX) to Seattle, WA (SEA)** [Change](#) | [Cancel all Air](#)

 Your flight is confirmed, but a seat was not successfully reserved.

Delta 1126

Departure: 01:45 PM
Los Angeles Intl Airport (LAX)
Terminal: 3
Duration: 2 hours, 42 minutes
Nonstop


Confirmation: G9LMTG
Status: **Confirmed**

Seat: No seat
[Select a seat](#)

Arrival: 04:27 PM
Seattle-Tacoma Intl Airport (SEA)

Additional Details
Aircraft: Boeing 737-900
E-Ticket
Emissions: 410.2 lbs CO₂
Cabin: BASIC ECONOMY (E)

Distance: 954 miles
Meal: Refreshments for Purchase

 [Add to your Itinerary](#)

TOTAL ESTIMATED COST

Air		View Fare Rules
Airfare quoted amount:	\$227.91 USD	
Taxes and fees:	\$45.69 USD	
Total Estimated Cost:	\$273.60 USD	

Restrictions
Quote: **NONREF/NOCHGS/NOPRE RSVSEAT**

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

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 Trip](#)

6. On the **Trip Booking Information** page, the booker:
- ◆ Adds a description.
 - ◆ Enters one or more (comma separated) email addresses in the **Send a copy of the confirmation to** field.

- ◆ Clicks **Next**.

Trip Booking Information

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.

Trip from Seattle to Los Angeles (For William A Never)

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

DEMO TEST TRIP - DO NOT BOOK

Send a copy of the confirmation to: 

william.never@concur.com

Send my email confirmation as
 HTML Plain-text

You may HOLD this reservation until: 04/27/2019 11:00 am Eastern

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 Trip](#)

Then, the trip is displayed in **Upcoming Trips** and will show the guest's name.

Company Notes | **Upcoming Trips**

[Add new itinerary manually](#)

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Seattle to Los Angeles (For William A Never) (PZSAIK)	Ticketed	07/04/2019	07/05/2019	Cancel Trip

 **Manage your trip details in one place.** 