Booking a Trip
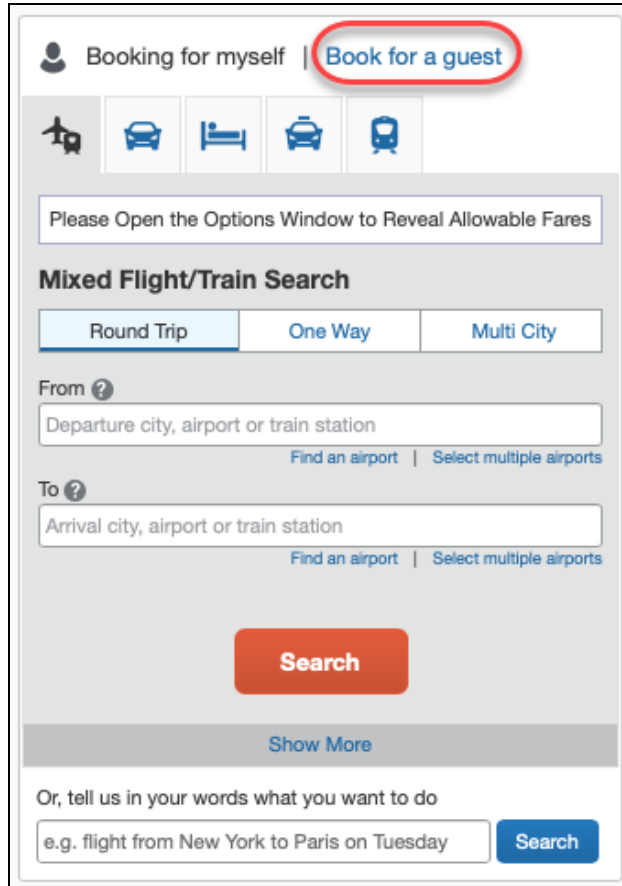
▶ *To book for a guest traveler:*

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

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
	William	A	☐ No Middle Name	Never

Gender	Date Of Birth
Male	📅 12/13/1988

Known Traveler Number ⊙   DHS Redress No. ⊙

Phone		Email
4255905000	Work Phone	william.never@concur.com

Frequent Flyer Programs

For Delta

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)

> ⓘ 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 TripIt, 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
E-Ticket
Emissions: 410.2 lbs CO_2
Cabin: BASIC ECONOMY (E)

Distance: 954 miles

Meal: Refreshments for Purchase

➕ **Add to your Itinerary**

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**.

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