Booking a Trip

To book for a guest traveler:

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

   ![Booking for myself](image)

   **Mixed Flight/Train 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](image)

   ![Show More](image)

   Or, tell us in your words what you want to do
   - [e.g. flight from New York to Paris on Tuesday](image)

   ![Search](image)

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.
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 Never)

Start Date: July 04, 2019
End Date: July 05, 2019

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

Description: (No Description Available)

Agency Record Locator: P75A1K

Passengers: William Never

Total Estimated Cost: $273.60 USD

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

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)

Delta 1721

Departure: 11:32 AM
Seattle-Tacoma Intl Airport (SEA)
Duration: 2 hours, 49 minutes
Nonstop

Arrival: 02:21 PM
Los Angeles Intl Airport (LAX)
Terminal: E

Additional Details
Aircraft: Boeing 737-800
E-Ticket
Emissions: 416.3 lbs CO2
Cabin: BASIC ECONOMY (E)

Distance: 964 miles
Meal: Refreshments for Purchase

Select a seat

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