

Purpose: The purpose of this document is to provide information on how to book travel for a guest of the University. You may use this tool to book tickets for visiting or potential faculty, employees, etc... or you may use this tool to book a companion personal ticket for your airfare.

1. Log in to Concur via the TU Portal
2. Click on the Travel tab.
3. You have the option of booking for yourself or Booking for a guest.

4. Use the Trip Search window to search for flights. After you have entered your search criteria, click on the Search button. In the “Select Type of Trip” drop down select University if this trip is to be paid for out of University funds. Select U-Personal if this is a personal booking for a spouse or someone else. Enter you flight criteria and then hit the Search button.
5. The Guest Booking information window will appear. Complete the fields in the information window. Click Next.

6. Select the desired flight. Click Next.
7. Select whether to bill the trip to World Travel or a credit card. If billing to the guest's credit card, select the "Add a New Credit Card" link and enter the information. You may also choose to bill to the credit card you have on file or directly to World Travel by selecting World Travel from the drop down box.
8. Enter the TSA required fields – Gender & Birth Date. These should match the traveler's identification information. Click Next.

My Concur | **Travel** | Expense | Profile

Home | Trip Library | Templates | Policy | Profile | Tools

TSA Secure Flight

Booking for:
Dr
Visiting
Biology
Professor

The Transportation Security Authority (TSA) requires that we transmit information collected from passengers traveling to, from, or through the United States. Failure to provide the requested information may result in fines and penalties, additional screening, or denial of transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Requested Information

PROFESSOR, VISITING BIOLOGY

Gender Male Female

Middle Name No Middle Name

Date of Birth (mm/dd/yyyy) Date of Birth Unknown

DHS Redress No.

TSA Pre Known Traveler Number

9. Review your itinerary and click Next when you are satisfied that you have selected the correct flight information.
10. If you are billing the airfare directly to World Travel, enter the FOAPAL to charge against. Click Next. Select whether the trip is Business Trip Only or Business & Personal.

Trip Booking Information

Booking for:
Dr
Visiting
Biology
Professor

The trip name and description are for your record keeping convenience.

Trip Name This will appear in your calendar
 Trip from Philadelphia to Orlando
 (For Dr Visiting Biology Professor)

Trip Description (optional) Used to identify the trip purpose

Send a copy of the confirmation to:
 Send my email confirmation as
 HTML Plain-text

Combination Business/Personal travel? [Required]

Please enter FOAPAL that has been indicated on your travel exception form. FUND:

ORG: Account:

You may HOLD this reservation until: 07/17/2012 7:59 PM 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

11. Click the Confirm Booking button.
12. You and your manager will receive an email with the itinerary embedded. If the trip is being paid for out of Temple funds, your manager will have the ability to reject or approve the trip. If you selected U-personal because you are booking this trip for a spouse, the trip will be booked automatically to the credit card you entered.