TRAVEL APPLICATION

Travel

HELPFUL HINTS

• The Concur Booking tool is managed by Fox World Travel.
• Using the Conferma Lodging card (company-paid card) provides an alternative for travelers who do not want to use personal credit cards for lodging reservations. Conferma, the secure pay company, charges a $3.00 fee per transaction.
• Download the Conferma App – instructions are found here. Using the app at hotel check-in provides the Conferma Lodging credit card number to assist in uninterrupted check-in and confirmed payment.
• Once booked, a confirmation email will be sent.
• To book lodging with a conference-rate, contact a Fox World Travel agent at nebraska@foxworldtravel.com or 855-694-4287 and provide the following details:
  o Link to the conference organizer
  o Dates of travel
  o Name of attendees/guests
  o Request using the University secure pay feature

PROCEDURE

From the Concur home screen, click on the icon. Enter the dates, reference point (city, zip code, etc.) and click on Search.

Note: if you have the designation to book for guests, ensure you are booking the reservation for yourself.
Select the appropriate field and click on **Next >>** at the bottom right of the screen.

Locate the desired hotel and click on the room option.

Add preferences if desired and update information as needed.
Review the price summary.

Within the payment section, in the dropdown menu select the *University paid (…)* option.

Accept the rate details and cancellation policy by checking the box.

Click on **Reserve Hotel and Continue**
Review the trip overview. Note the steps that must be finalized before the booking is complete.

Review the Reservation details.

Review the total estimate cost.

Note: if you close at this point the reservation may be cancelled.

Click on Next >>.
Review and edit the Trip Booking Information. If booking for another employee or guest, provide their email address in the "Send copy of confirmation" field below.

Enter the required information.

Note: if using the TripIt app, select either to connect the trip information with TripIt or make it private.

1. Enter your personnel number (even if you are booking for a guest).
2. Enter the four-digit code from the approved travel request.
3. Select the type of travel from the dropdown menu.
4. Enter the purpose of the trip.
5. Enter the cost center associated with this travel booking.

Click on Next >> to finalize the reservation.

Note: if you close before clicking on Next >> the reservation may be cancelled.