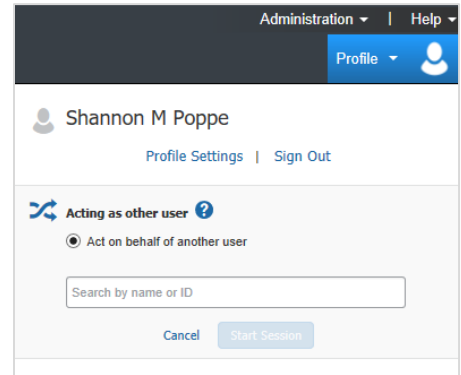
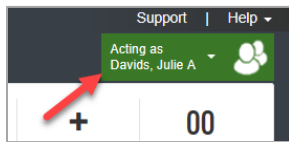


### BOOK TRAVEL FOR A UNIVERSITY OR STATE COLLEGE EMPLOYEE

**Note:** traveler must [designate you as their travel assistant](#) in Concur in order to perform this action.

1. From the Concur home screen, click on Profile and select Act on Behalf on another user. Start typing the person's last name, which should appear in the drop-down box. Select the desired person and click on **Start Session**.
2. The employee's name shows in green to indicate acting on their behalf. Any tickets booked will be in their name. When finished booking tickets, click on **Done acting for others**.

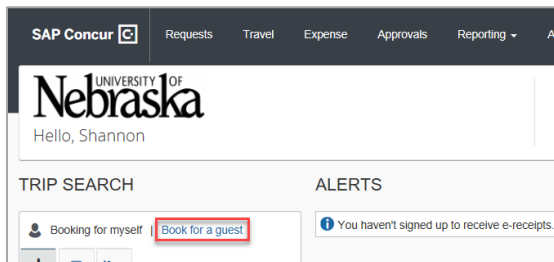


### BOOK TRAVEL FOR A GUEST

Fox World Travel will only accept reservations from a profiled traveler. Guests of the university will not be authorized to call in and arrange travel. The person emailing or calling in must have a university travel profile to book for themselves or a guest. With these types of bookings, employees would need to make travel reservations in Concur using the *guest booking* feature or by emailing or calling an agent and booking the desired travel on behalf of the guest.

**Note:** you must be assigned this role to book travel for guests. Contact the University Travel Office for guest booking access.

1. At the left of the Concur home screen under TRIP SEARCH, select **Book for a guest**.



2. Select appropriate travel accommodations/flights.
3. Enter *Traveler Information*. When asked for a request ID, enter 1111.
4. Continue to payment, then click on **Reserve Flight and Continue**.

**Note:** when booking a hotel, charges will be put on a university "ghost" credit card. The guest should not provide their personal credit card for lodging. If the hotel asks for a personal credit card, instruct the guest contact [Fox World Travel](#) as soon as possible. Review the [Book a Hotel Using Conferma Lodging Card](#) quick reference guide for more details.