BOOK TRAVEL FOR AN EMPLOYEE OR A GUEST

Travel Tip Sheet

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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 Book travel for any user (Self-assign)

2. Start typing the person’s last name, which should appear in the drop down box. Select the desired person and click on **Start Session**.

3. Notice GREEN section in top right shows who you are acting for. Any tickets booked will be in their name.

4. When finished booking tickets, click on **Done acting for others**.

BOOK TRAVEL FOR A GUEST

**Note:** you must be assigned this role in order 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**.

4. Continue to payment, then click on **Reserve Flight and Continue**.