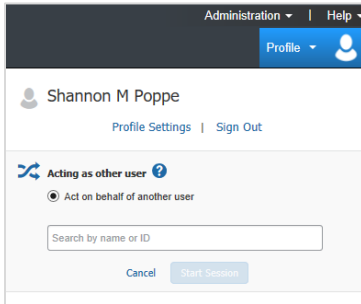


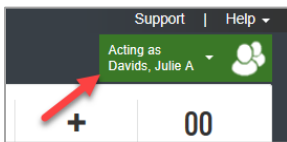
BOOK TRAVEL FOR A UNIVERSITY OR STATE COLLEGE EMPLOYEE

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.



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.



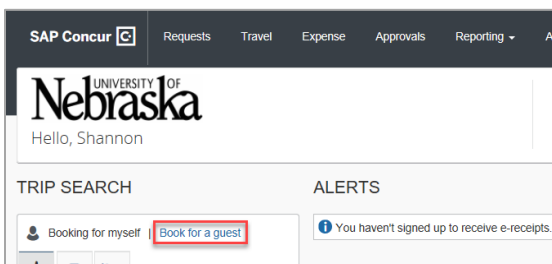
4. When finished booking tickets, click on **Done acting for others**.

BOOK TRAVEL FOR A GUEST

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 in order to book for themselves or a guest. With these type 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 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**.