

Concur: Book Travel for Employee or Guest

Updated August 3, 2026

Travel Application

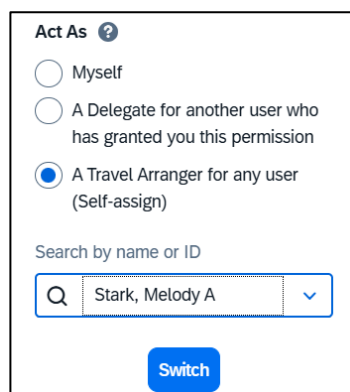
Booking

Helpful Hints

- A traveler must assign someone as a travel assistant.
- Guest booking access is provided by the University Travel Office by submitting this [form](#).

Book Travel for a University Employee

From the Concur home screen, click on the profile icon  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 *Switch*.



Act As ?

☐ Myself

☐ A Delegate for another user who has granted you this permission

☒ A Travel Arranger for any user (Self-assign)

Search by name or ID

Q Stark, Melody A

Switch

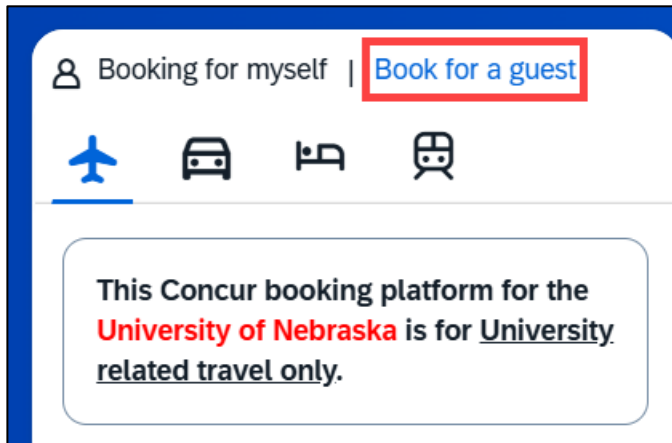
Book Travel for a Guest

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.

1. On the Concur home screen, select *Book for a Guest*.

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2. Select appropriate travel accommodations/flights.
3. Enter traveler information. When asked for a request ID, use 1111.
4. Continue to payment, then click *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.