

## Mark McCulloch

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**From:** travelnews-bounces@lists.uoregon.edu on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>  
**Sent:** Monday, April 23, 2018 12:15 PM  
**To:** travelnews@lists.uoregon.edu  
**Subject:** travelnews: Concur Tips: Request: "How will you book your Trip?"  
**Attachments:** ATT00001.txt

Here are the booking options and additional information as presented in Concur Request "How will I book my trip":

The screenshot shows a web form with two main sections. The first section is titled "How will you book your trip?" and contains a dropdown menu with the following options: "1-Online Concur Booking Tool" (selected), "2-TMC (recommended for intl, personal time, group)", "3-Already used Concur Booking Tool", "4-Transportation is being arranged and paid by Outside Entity", "5-Team Travel/Group Travel – will book direct w/TMC or airline", "6-Mileage or award ticket – will book directly with airline", "7-Book outside Concur and have comparison to show savings", and "9-Personal or Rented Vehicle". The second section is titled "Does this trip include personal travel?" and contains a dropdown menu with the option "Yes". Below the dropdown menus, there is a label "Approver(s)" and a text input field.

- 1.) **Online Concur Booking Tool:** Remember to check for pricing first: LOOK but don't BOOK! Then fill out your Request for Approval. Once approved, go back to Requests and find the "Book" button in the Action column. Reservation will automatically drop into the TMC ticket queue to be issued. \$5 booking fee.
- 2.) **TMC (recommended for international, personal time, group):** When you call the TMC, they will take care of all the details including booking, ticketing and comparison quotes for personal time (upload the TMC comparison quote to your request) Do not double book yourself in the Concur booking tool. TMC ticketing fee \$25.
- 3.) **Already used Concur Booking Tool:** Oops, you BOOKED when you LOOKED (please see #1). This was in the wrong order so select this option #3 as your work around. You will now see a Request button which you must complete for in order to get approval for travel, for the ticket, and to present the "Expense" in the action column when you look at the Request to start your reimbursement.
- 4.) **Transportation being arranged and paid by an Outside Entity:** For use when you are being hosted by another institution who will book and pay for you travel.
- 5.) **Team Travel/Group Travel - Will book directly with TMC or airline:** For group contracts of 10 or more passengers flying the exact same itinerary. This is not for

several individuals all traveling different schedules. For individual travel, choose any of the other options.

- 6.) **Mileage or Award Ticket - will book directly with airline:** Reservation and ticketing fees are reimbursable.
- 7.) **Book outside Concur and have comparison to show savings:** Be wary of cheap tickets that may be Basic Economy, which are not recommended for UO business travel: no seat assignments, no carry on or checked bags, no frequent flyer mileage. If you desire one of these tickets, please contact the TMC to ticket and select #2. You should attempt to ticket with the TMC first. On rare occasions you may find an itinerary that the TMC cannot ticket. You must upload your actual itinerary along with the TMC comparison quote.
- 8.) **Personal or Rented Vehicle:** When driving out of state is a personal choice, remember to upload "Airfare in Lieu of Mileage" comparison quote. See UO travel policy for details and instructions: #6: [https://ba.uoregon.edu/permalink/uotravelompuspuf#sect\\_uu2290](https://ba.uoregon.edu/permalink/uotravelompuspuf#sect_uu2290)



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