

## Mark McCulloch

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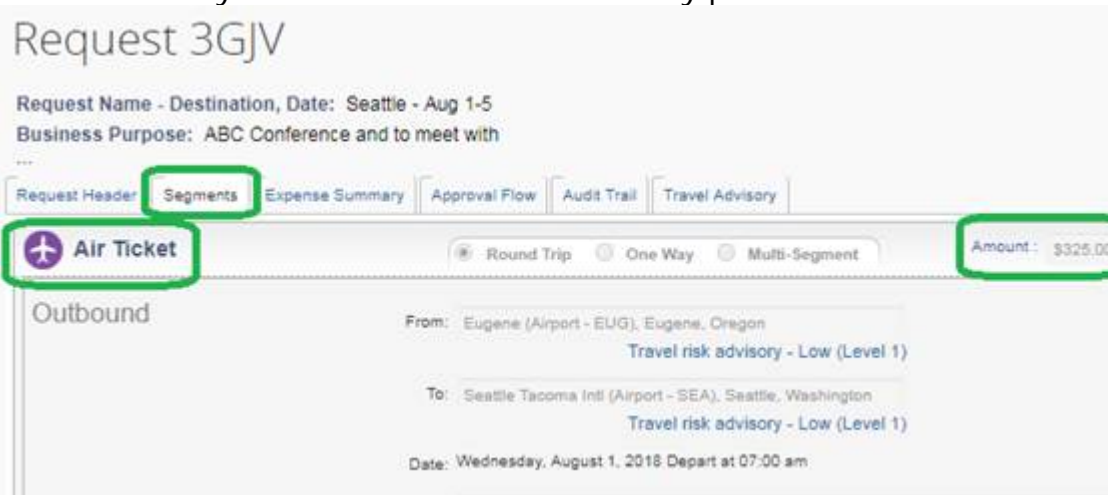
**From:** travelnews-bounces@lists.uoregon.edu on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>  
**Sent:** Tuesday, May 29, 2018 10:32 AM  
**To:** travelnews@lists.uoregon.edu  
**Subject:** travelnews: Concur Tip: How to send a Concur Request Approval to your TMC for a TMC direct airline reservation  
**Attachments:** ATT00001.txt

To UO Concur users:

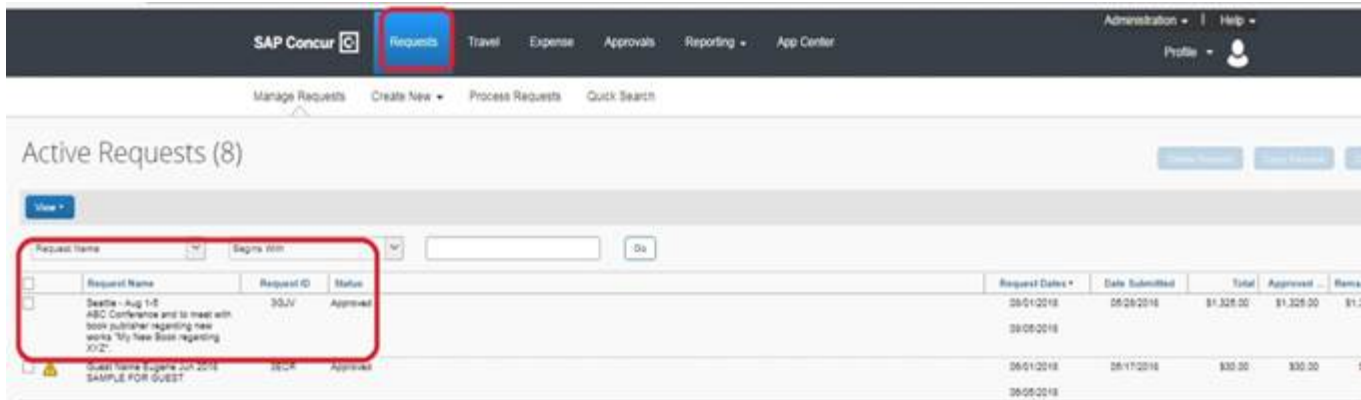
When using your TMC for your airline ticket: **#2 – TMC booking** – they need to have official UO approval to charge the Lodge card (visa card) for your air.

**Here is how to send an Approved Request notification to your TMC:**

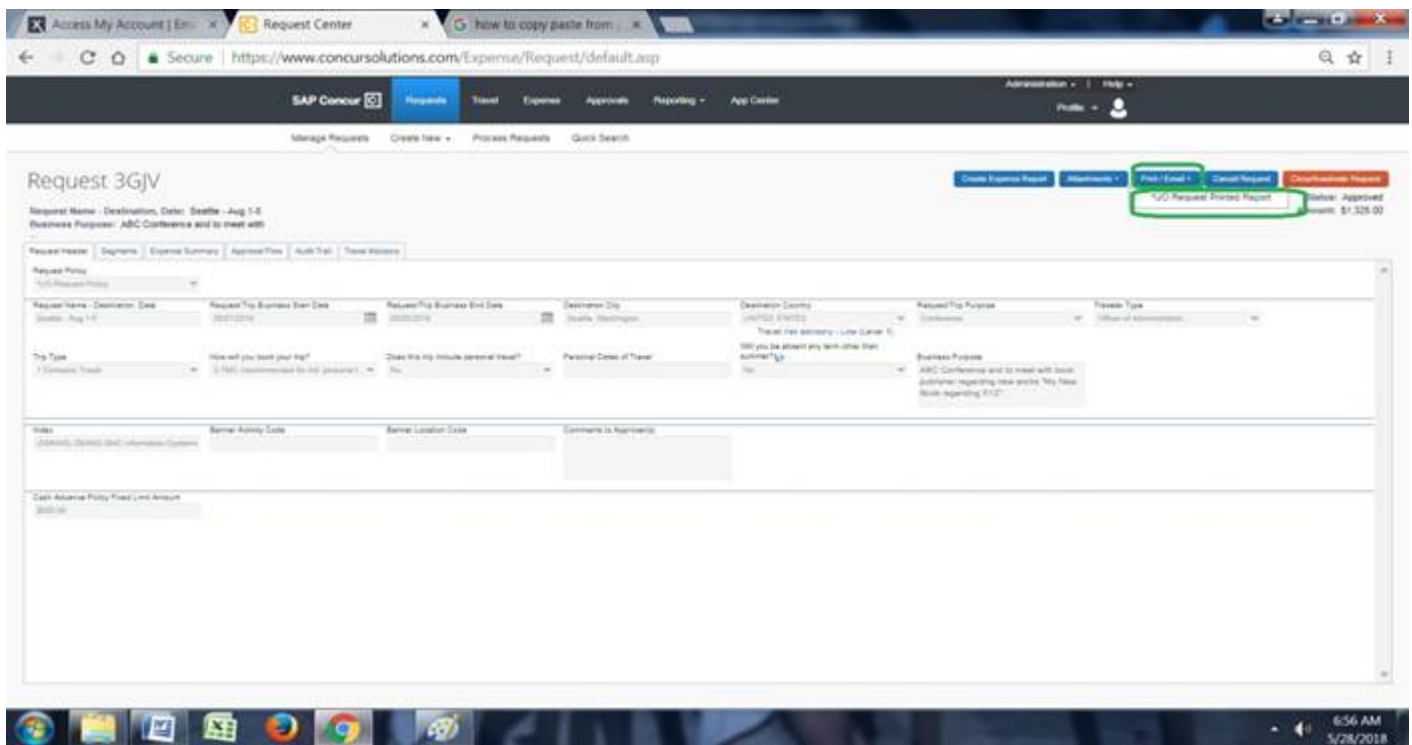
Log in to Concur and complete a pre-travel Request. Go to the Segment tab, click on the airplane and **enter the amount the UO is paying for the business only portion of your air**. If you have personal travel, a comparison quote is required, you will provide a personal credit card to the TMC for any amount over the business only portion.



Once your Request is approved, on the Concur home page click on Request (next to the SAP Concur logo) and locate your approved Request from the resulting list:



Click anywhere within the line to open the Request. Locate the Print/Email button in the upper right and select "UO Request Printed Report":



This report contains traveler's name, Status: "Approved", Request ID, flight details and the amount the TMC is to charge to UO lodge(credit) card. Click Email and type in your TMC email address, as well as your own email address to provide Outlook tracking:

Direct Travel: [UofOtravelteam@dt.com](mailto:UofOtravelteam@dt.com)  
Premier Travel: [doug@premiertravel.com](mailto:doug@premiertravel.com)

PDF Email Print Close

**Request to Travel**

Request ID: **2627**  
 Request Type: **Conference**  
 Request/Trp Business Start Date: **06/01/2018**  
 Request/Trp Business End Date: **06/05/2018**  
 Destination City: **Seattle (US)**  
 Destination Country: **UNITED STATES (US)**  
 Requested Amount: **\$1,325.00**

**Traveler**  
 User Name: **Jacoby, Leslie A.**  
 E-Mail Address: **ljacoby@uoregon.edu**

**Submitted By**  
 User Name: **Jacoby, Leslie A.**  
 E-Mail Address: **ljacoby@uoregon.edu**

**Request Header Details**  
 \*Trip Type: **Domestic Travel**  
 \*Traveler Type: **Officer of Administration**  
 \*Order: **SBAJMS (SBAJMS SAG Information System)**  
 \*Does this include personal travel?: **No**

**Segments**

Air Ticket - N - 06/11/2018 - 2018-06-01 02:00:00.0 - - - - To Location Name: **Seattle Tacoma Int'l (Airport - SEA), Seattle** - From Location Name: **Eugene (Airport - EUG), Eugene** - - - - Policy Compliant ( ) - - - -

Segment Type: **Air Travel**  
 Departure Date: **06/05/2018**  
 Depart Time: **07:00 AM**  
 To Location: **Seattle Tacoma Int'l (Airport - SEA), Seattle**  
 From Location: **Eugene (Airport - EUG), Eugene**

Segment Type: **Air Travel**  
 Departure Date: **06/05/2018**  
 Depart Time: **08:00 AM**  
 To Location: **Eugene (Airport - EUG), Eugene**  
 From Location: **Seattle Tacoma Int'l (Airport - SEA), Seattle**

Car Rental - N - 06/01/2018 - 2018-06-01 00:00:00.0 - 06/05/2018 - 2018-06-01 14:00:00.0 - To Location Name: **Seattle** - From Location Name: **Seattle** - - - - Policy Compliant ( ) - - - - (Class ) - Rental Car Type

The TMC will issue the ticket upon receipt of the Approved Request. You should be able to see the confirmed reservation and ticket number located in Travel: Trip Library or Upcoming Trips

Travel | business Arr... University of Oregon | Trip sites | Google | US Bank Access | Chrome | We

**SAP Concur** Requests **Travel** Expense Approvals Reporting App Center

Travel Arrangers **Trip Library** Templates Tools

Booking for myself | Book for a guest

Travel Alerts

As a University of Oregon employee, you are eligible for a

Company Notes **Upcoming Trips** Remove Trips

**LOOK but don't BOOK**

**Welcome to the Un**

For agent assisted reservations or quest

If reserving flights on Southwest, no other airlines can be included on the same reservation. If you choose a Southwest flight, all other airlines will be excluded from the options offered. If you choose an airline other than Southwest, Southwest will be excluded from the options offered. If you would like to reserve Southwest and another airline, you will need to create separate reservations.

Basic Economy fares have been removed from this travel



UNIVERSITY OF OREGON

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