Book Travel Instructions

1. Concur Home Page - **USE FIREFOX**
   a. Click Requests
   b. **Write down Request ID # for Booking.** (Example 339G)
   c. Click Book button under Action
   d. Click Proceed to booking. **DO NOT USE BACK BUTTON.**
   e. Click choose room.
   f. Click Select
   g. Check the cancelation policy before booking.
   h. **Select a method of payment.** (Drop down-choose CBCP-hotel or air)***
   i. Click check box that you agree to the rates and restrictions.
   j. Click Reserve Hotel and Continue.
   k. Click Next
   l. Comments for the Travel Agent: **See attached document for instructions.**
   m. Enter the Travel Request ID #. (**Required field**)
   n. Click on drop down menu: Do you have an unused ticket in your profile you would like to use, make correct selection. (**Required field**)
   o. Click Next
   p. You may also have other segments (air, rental car, train) to book.
   q. Click Confirm Booking.
   r. An itinerary and an electronic invoice will be emailed to you with your travel segments. **PLEASE REVIEW FOR ACCURACY.** If there is any issues, please call Corporate Travel Planners @ 877-727-5188. Provide them your Record Locator.
s. A Booking Confirmation (Credit Card Authorization will be emailed to 72 hours prior to your trip.
t. Please review your hotel receipt upon checking out. It must be a detailed receipt with information on the hotel rate and hotel taxes. You will attach your receipt to the expense report. If traveling in Texas, check to see if state tax was charged. If so, hotel will need to provide you will a corrected invoice.

Comments for the Travel Agent –

1. Provide necessary information including confirmation number and hotel name if hotel room was already booked.
2. Provide all pertinent information about the conference hotel including special rate, hotel, and name of conference.
3. If you were not able to book at seat for your flight, please provide information of what type of seat you would like. (aisle or window)

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