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Self Registration:

You will receive a link from your travel department for self registration. If you did not receive it in your email, please contact the UT Dallas Travel Department.

1. Fill out this form using your @utdallas.edu email address and all of your contact information.

2. Once you fill this out and submit, it will be scanned for approval by Dallas personnel.

3. Once your submission is approved, you will receive a verification email along with link to create your password.

4. Once that is completed you can start updating your profile and booking travel at: concursolutions.com
Update Your Profile

Click the “Profile” tab in the top menu bar.

Click the first link labeled “Personal Information” to access your full profile page.

Please update your entire profile with all your preferences, frequent traveler numbers, credit cards for travel, and all required fields. Please be sure to click the “Save” button which appears in many spots on the profile page.

Once your profile is up to date. You may proceed with making your travel reservations.
Create Travel Reservations

Notice the travel section on the left of your home page.

This is where you will begin your booking.

Book Air, Car, and Hotel at once.

- Simply, add your departure city and arrival city
- Dates and times of travel
- Check off the “Pick-up/Drop off car at airport” box
- Check the “Find a Hotel” box
- Fill out any other custom specifications as needed and then click the “Submit” button
1. Choose your outbound flight
2. Choose your return flight
3. Click “Price These Options”
4. Click “Reserve”
UT Dallas has a State Government credit card hard-coded into Concur to default for all airfare.

How can I tell I am choosing a State Rate?

1. Click the “Show Details” link on the fare that you have selected.

2. When its expanded scroll down to the bottom Fare Rules section and check if there is GSA Information

3. If you see a contracted Government Fare, this indicates that it is a State Government Rate.
University System negotiated discounts are already loaded in Concur. The screenshots on the left show an example of the discount being applied seamlessly to the fare at the time of booking.

The top screenshot shows an American itinerary for $201.14. The bottom screenshot shows the same itinerary on aa.com at a higher rate of $204.80. Notice they are the same flight times, dates, and flight numbers. They were both priced at the same time.

This is an example of the 2% discount being applied in Concur.
Reserving A Car

University preferred car companies and their discounts are loaded into Concur. You will only have these car companies to choose from when booking your rental.

Click the “Reserve” button when you locate the car you would like to reserve.
Hotel Reservations

When you are booking your hotel take note of the following:

- **Hotel Per Diem**
  (Shows your max rate allowance for the city you're visiting)

- **State Rates**
  (Eligible if it's for state funded travel)

- **Outside of Per Diem Alert.**
  (This rate is highlighted in yellow because it is outside of the per diem for this city. You will be prompted to give a reason for choosing this rate. Notice, if it is selected your “Reserve” button is highlighted in yellow as well.)
Trip Details

The Trip Details page is the last page that captures University policy information as well as unused ticket information.

**Trip Name:** Name your trip

**Trip Description:** Enter your trip purpose here.

**Comments to the agent:** Need extra assistance from an agent? Request it here.

**8 digit Cost Center:** This information is required to proceed in reserving your itinerary.

**Type of Travel:** Please select from the drop down. Required Field.

**Unused Ticket Question:** If you are alerted that you have an unused ticket through the booking process, let us know if you would like an agent to apply it. This question is required to proceed.
Once you have reviewed your itinerary and clicked the "Purchase Ticket" button you will receive a confirmation page with your record locator.

This record locator is a 6 letter code to reference this record.

Concur's free mobile app complements the Web-based solution, allowing travelers to manage their entire business trip. UT Dallas employees can do it all at their fingertips. Download from your Device App store today and login with your normal username and password.

For further Concur References, Login Links, Travel Resources, Updates and CTP Contact Info, visit UT-CTP.COM

Thank you for using Concur and Corporate Travel Planners