You will always start the business travel process in Concur.

1. Log in to Concur
2. Choose the Request tab in the upper left.

3. Choose New Request

4. Fill out the details of your trip.
5. Choose “zero dollar trip” under request purpose if you will not be claiming ANY expenses.
6. Pay particular attention to choosing the funding source.
   1. If you are unsure of the index that your travel should be charged to, contact the Math Department staff.
7. Pay particular attention to choosing how you will purchase airfare:
   1. **Online Concur Booking Tool**—if your travel is a simple, roundtrip fare with no personal travel. International options that are simple work with this also.
   2. **TMC**—stands for Travel Management Company and should be used for anything that will require a comparison quote e.g. personal time or multi-city itinerary. TMC should also be used any time that your personal credit card will be charged for a portion of the trip e.g. business class upgrade. International travel that is complicated should use TMC.
   3. Already used Concur booking tool—you should never need this choice, because you need department approval before you can actually purchase airfare.
   4. Transportation is being arranged and paid by Outside Entity—self-explanatory.
   5. Team Travel—do not use.
   6. Mileage ticket—do not use unless you are NOT going to claim airfare expense.
   7. Book outside Concur and have comparison to show savings—please don’t do this unless you have spoken to Travel Coordinator for specific instructions.
   8. Vehicle—personal, rented, or state vehicle use. No airfare will be purchased.

8. Add segments—Airfare, Car Rental, Hotel if needed.
   1. Remember that these are best-guess estimates and you will not be held to these amounts when you claim your expenses after the trip.
   2. It’s ok to have no segments to claim.
9. Add expenses—Taxi, Meal Per Diem, Registration Fees
   1. This is where all the miscellaneous items go.
   2. Remember this is a best-guess estimate!
   3. If this request is for international travel, you must add Foreign Travel Insurance, calculated at 2.50 per day for a max of 14 days. If your trip is longer than 2 weeks, you will not be charged more than the max $35.00.

10. The final step is to add any required attachments.
    1. If you are traveling for a conference, attach the conference details from the website or other announcement.
    2. If you are traveling for collaboration, attach the letter of invitation or email exchange with your collaborator.
    3. If your trip includes personal travel or other non-standard airfare, attach airfare comparisons.
11. When you are finished and have reviewed, you may click submit in the upper right.

Tenure-Track Faculty—Congratulations, your travel request is automatically approved.

Turn to page 5.

Everyone else—Congratulations, you have successfully submitted your request to travel. Your request will now be reviewed for availability of funds, business purpose, and ability to travel during proposed dates (e.g. your classes will be covered) by Math Department personnel. If you are requesting international travel, it will also be reviewed by the Travel Department. You might be asked to attach additional support documents by someone in the process.

Turn to page 5.
Your travel has been approved. You may purchase your airfare now.

**Option 1—Book your airfare inside Concur.**

1. Open the Request Tab.
2. Open Manage Requests.
3. You must use the little “book” link to the far right of the request. This links the approval of this request to the airfare booking tool and allows you to complete a purchase.
4. Turn to page 7.
Option 2—Using Travel Management Company

You need to send the approval to Doug Bridges if you are intending to use TMC for airfare purchase. He cannot purchase airfare on the UO credit card without approval.

1. Open the approved travel request.
2. Email the approval to doug@premiertrav.com.
3. Call Doug at 541-747-0909 to purchase airfare. You will tell him all of your arrival, departure, and connection preferences, and he will take care of all the arrangements.
4. Your itinerary and receipt will be automatically uploaded into Concur.
Book your Airfare

1. When you click the “book” link, you will be taken to the travel tab and see a summary of your itinerary.
2. Click “Proceed to booking”
3. Concur will search for flights and provide you with the results.
4. If you are not happy with the results, you can change your search on the left side by choosing different options such as departure/arrival times, which airport to use, etc.

5. **Note that you do not need to choose the lowest fare!** Choose the itinerary that best suits your travel needs.

6. **If you see this warning,** it means this is a super saver fare that will not allow any changes to your ticket if you need to reschedule your trip.
7. Click “Show all details” to expand the options.
8. The yellow warning means NO changes allowed. The green check means that the fare allows for changes. You may choose either one, but the department strongly advises against non-changeable tickets. Life happens and plans change.

9. Once you choose the itinerary that you want, click the fare price.
10. You will see a summary screen.
11. Review your itinerary carefully.
12. Scroll down to select your seat preference.
13. Choose UO Travel Card for payment method.
14. Click “Reserve Flight and Continue”
15. **Do not close out of Concur yet!** You will be asked a few more details.

16. Do you want the itinerary mailed to anyone else (e.g. your personal email or the Travel Coordinator?)

17. Your itinerary will automatically be sent to your uoregon.edu email.

18. If you see NO OTHER changes, then you will **click the final complete button** at the bottom right.
   
   (I can’t show you this image without going to final screen of purchasing airfare.)

Please note, Concur sends an electronic request to purchase to our Travel Management Company to make the actual purchase and issue an electronic ticket. A human being makes the actual booking. You will be sent a copy of your itinerary and electronic ticket number.

It is wise to check back into Concur the following business day to verify that an actual e-ticket has been issued. If there is no ticket number, the purchase did not take place. Immediately ask the Travel Coordinator for assistance, if the purchase has not happened by the following business day.