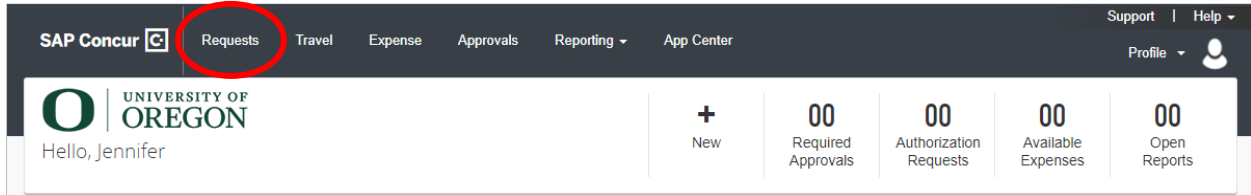
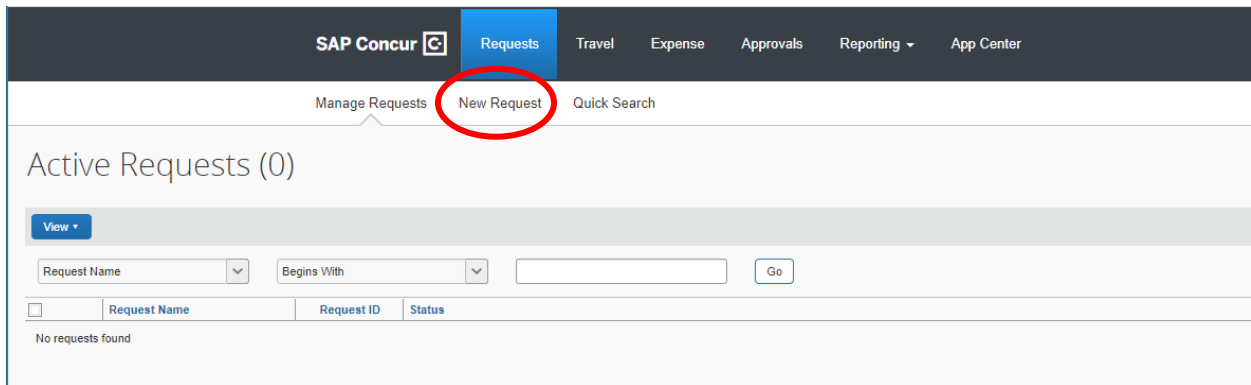


You will always start the business travel process in Concur.

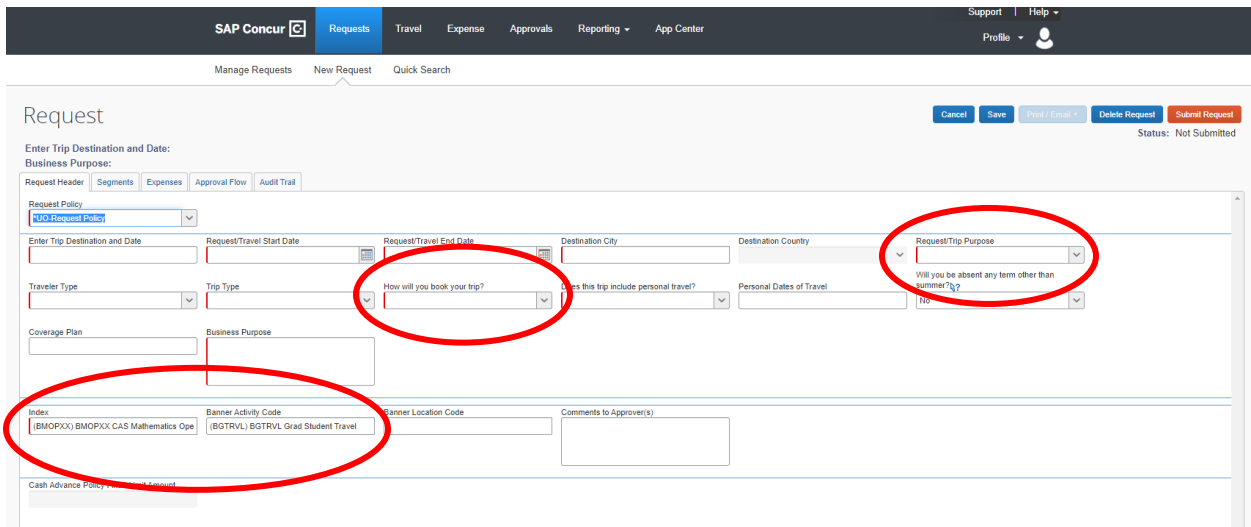
1. Log in to Concur
2. Choose the Request tab in the upper left.



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.

Request 6MUJ

Enter Trip Destination and Date: San Francisco - Mar 2020
 Business Purpose: I'm going to speak at math confe...

Request Head | **Segments** | Expenses | Approval Flow | Audit Trail | Travel Advisory

Add Segment    

CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Multi-Segment Amount: USD

Outbound

From:

To:

Date: 03/08/2020 Depart at

Comment:

Return

Date: 03/14/2020 Depart at

Comment:

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.

Request 6MUJ

Enter Trip Destination and Date: San Francisco - Mar 2020

Business Purpose: I'm going to speak at math confe...

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

+ New Expense

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

02. Transportation	04. Meals & Entertainment	06. Fees
Other Ground Transportation	Athletics-Meal Per Diem	Athletic-Tournament Entry Fees
Parking	Athletics-Team Activity	08. Other
Taxi	Group Travel Per Diem	Miscellaneous
03. Mileage	Hosting	Registration Fees
	Meal Per Diem	UO Foreign Travel Insurance
	Reduced Meal Per Diem	

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.

Request 6MUJ

Enter Trip Destination and Date: San Francisco - Mar 2020

Business Purpose: I'm going to speak at math confe...

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

Request Policy

UO-Request Policy

Enter Trip Destination and Date	Request/Travel Start Date	Request/Travel End Date	Destination City	Destination Country	Request/Trip Purpose
San Francisco - Mar 2020	03/08/2020	03/14/2020	San Francisco, California	UNITED STATES	Conference

Travel risk advisory - Low (Level 1)

Traveler Type	Trip Type	How will you book your trip?	Does this trip include personal travel?	Personal Dates of Travel	Will you be absent any term other than summer?
Faculty	1 Domestic Travel	1-Online Concur Booking Tool	No		No

Coverage Plan

Business Purpose

I'm going to speak at math conference and do math work.

Index	Banner Activity Code	Banner Location Code	Comments to Approver(s)
(BMOPIX) BMOPIX CAS Mathematics Ope	(BOTRVL) BOTRVL Grad Student Travel		

Cash Advance Policy Fixed Limit Amount

\$50.00

11. When you are finished and have reviewed, you may click submit in the upper right.

Request 6MUJ

Cancel Save Attachments Print / Email Delete Request **Submit Request**

Enter Trip Destination and Date: San Francisco - Mar 2020
Business Purpose: I'm going to speak at math confe...

Request Header Segments Expenses Approval Flow Audit Trail Travel Advisory

Request Policy
*UO-Request Policy

Enter Trip Destination and Date San Francisco - Mar 2020	Request/Travel Start Date 03/08/2020	Request/Travel End Date 03/14/2020	Destination City San Francisco, California	Destination Country UNITED STATES Travel risk advisory - Low (Level 1)	Request/Trip Purpose Conference
Traveler Type Faculty	Trip Type 1 Domestic Travel	How will you book your trip? 1-Online Concur Booking Tool	Does this trip include personal travel? No	Personal Dates of Travel	Will you be absent any term other than summer? No
Coverage Plan	Business Purpose I'm going to speak at math conference and do math work.				
Index (BMOPOX) BMOPOX CAS Mathematics Ope	Banner Activity Code (BGRTRVL) BGRTRVL Grad Student Travel	Banner Location Code	Comments to Approver(s)		
Cash Advance Policy Fixed Limit Amount \$80.00					

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.

Manage Requests New Request Quick Search

Active Requests (1)

View +

Delete Request Copy Request Close/Inactivate Request

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
TEST SAMPLE <small>This is a test for training purposes.</small>	8MV6	Pending on-line Booking	02/16/2020	02/04/2020	\$300.00	\$0.00	\$0.00	Book

02/22/2020

Delete Request Copy Request Close/Inactivate Request

ubmitted	Total	Approved a...	Remaining ...	Action
1/2020	\$300.00	\$0.00	\$0.00	Book

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.

Request 6MUJ

Cancel Save Attachments **Print / Email** Info Request Submit Request

Enter Trip Destination and Date: San Francisco - Mar 2020
Business Purpose: I'm going to speak at math confe...
Status: Not Submitted
Amount: \$100.00

Request Policy: *UO-Request Policy

Enter Trip Destination and Date: San Francisco - Mar 2020
Request/Travel Start Date: 03/08/2020
Request/Travel End Date: 03/14/2020
Destination City: San Francisco, California
Destination Country: UNITED STATES
Request/Trip Purpose: Conference
Travel risk advisory - Low (Level 1)

Traveler Type: Faculty
Trip Type: 1 Domestic Travel
How will you book your trip?: 1-Online Concur Booking Tool
Does this trip include personal travel?: No
Personal Dates of Travel:
Will you be absent any term other than summer? No

Coverage Plan:
Business Purpose: I'm going to speak at math conference and do math work.

Index: (BMOPIX) BMOPIX CAS Mathematics Op...
Banner Activity Code: (BGRV) BGRV Grad Student Travel
Banner Location Code:
Comments to Approver(s):

Cash Advance Policy Fixed Limit Amount: \$80.00

undefined - Google Chrome

concur.com/Expense/Client/print_cpr.asp?type=1038&opt=PAR_REG&dtl=ALW..._NEV_Y1M... Code=1021...

PDF Email Print Close

E-Mail Options

Email Recipient(s):
doug@premiertrav.com

Comment:
Approval for Jen Maguire

Send Cancel

Traveler:
User Name: Maguire, Jennifer K.
Email Address: jmaguire@uoregon.edu

Submitted By:
Sender Name: Maguire, Jennifer K.
Email Address: jmaguire@uoregon.edu

Request Header Details

*Trip Type: 1 Domestic Travel
*Traveler Type: Faculty
*Index: (BMOPIX) BMOPIX CAS Mathematics Operations
*Banner Activity Code: BGRV (BGRV Grad Student Travel)
*Does this trip include personal travel?: No
Business Purpose: I'm going to speak at math conference and do math work

(BMOPIX) BMOPIX CAS Mathematics Op... (BGRV) BGRV Grad Student Travel

Cash Advance Policy Fixed Limit Amount: \$80.00

Cancel Save Attachments **Print / Email** Delete Request Submit Request

Status: Not Submitted
Amount: \$100.00

Destination City: San Francisco, California
Destination Country: UNITED STATES
Request/Trip Purpose: Conference
Travel risk advisory - Low (Level 1)

Does this trip include personal travel?: No
Personal Dates of Travel:
Will you be absent any term other than summer? No

Comments to Approver(s):

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”

The screenshot displays the SAP Concur Travel interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted with a red circle), and 'Expense'. The user is logged in as 'Phillips, Norman C'. Below the navigation bar, the 'Travel' tab is selected, showing a 'TEST SAMPLE' box with dates and a 'View Detail' button. The main content area is titled 'Your Itinerary' and contains a 'TRAVEL REQUEST ITINERARY' section. This section lists two air tickets: one from Eugene Airport (EUG) to Los Angeles Intl Airport (LAX) on Sunday, 02/16/2020, and another from Los Angeles Intl Airport (LAX) to Eugene Airport (EUG) on Saturday, 02/22/2020. At the bottom right, a 'Proceed to booking' button is highlighted with a red circle. A checkbox at the bottom left is labeled 'Only show me this page when I need to provide extra information'.

- Concur will search for flights and provide you with the results.
- 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.

Basic Economy/Saver fares ARE ENABLED on this travel site. These fares are highly restrictive and do not allow standard amenities such as seat assignments, changes, refunds or carry-on luggage. Please make certain to review the fare rules when selecting a flight to ensure the restriction are acceptable.

EUGENE TO LOS ANGELES
SUN, FEB 16 - SAT, FEB 22

All	United	Delta	Alaska Airlines	American Airlines	Multiple
508 results	Most Preferred	Most Preferred	Most Preferred		
Nonstop 3 results	400.09 2 results	—	—	423.80 1 results	—
1 stop 349 results	408.89 200 results	441.40 22 results	478.80 32 results	467.60 3 results	471.40 92 results
2 stops 156 results	580.31 12 results	499.70 39 results	531.42 101 results	—	521.70 4 results


Shop by Fares | Shop by Schedule

Flight Number Search | Sorted By: Price - Low to High | Displaying: 508 out of 508 results. Previous | Page: 1 of 51 | Next | All

United¹ 06:45a EUG → 09:09a LAX Nonstop 2h 24m \$400.09
09:31a LAX → 12:10p EUG Nonstop 2h 39m

¹ United 5736 / 5205 operated by SKYWEST DBA UNITED EXPRESS



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

Delta¹ 05:20a EUG → 06:45a SEA Nonstop 1h 25m \$246.80
08:45p SEA → 09:55p EUG Nonstop 1h 10m  [View Fares](#)

¹ Delta 4135 / 3919 operated by SKYWEST DBA DELTA CONNECTION

Most Preferred Airline for University of Oregon [Show all details](#)

- Click "Show all details" to expand the options.
- 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.

Fare Options	Free Checked Bags	Refundable		
Basic Economy (E) Rules Benefits/Services	0	No		\$246.80
Main Cabin (U, T) Rules Benefits/Services	0	No		\$276.80

[View more fares](#)

Apollo

- Once you choose the itinerary that you want, click the fare price.
- You will see a summary screen.
- Review your itinerary carefully.
- Scroll down to select your seat preference.
- Choose UO Travel Card for payment method.
- Click "Reserve Flight and Continue"


Flight	Seat
UA 5959 Economy (W)	Select a seat
UA 2186 Economy (S)	Select a seat
UA 5832 Economy (S)	Select a seat

REVIEW PRICE SUMMARY


Description	Fare	Taxes and Fees	Charges
Airfare	\$345.39	\$63.50	\$408.89
		Total Estimated Cost: \$408.89	
		Total Due Now: \$408.89	

SELECT A METHOD OF PAYMENT

How would you like to pay?

 [Add credit card](#)

* Indicates credit card is a company card

 **This is a Non-Refundable Ticket**

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [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.