

**Note: If airfare is not needed, this form does not need to be submitted and this step can be skipped.*

- This form must be submitted to *ticket airfare* reserved by University Travel Agents once all reservation info has been verified for accuracy by the traveler or travel arranger.
 - **Airfare is not ticketed/finalized until this form is received by the agents.**
 - Airfare is not considered finalized until it is in a ticketed status. On-hold/confirmed reservations expire if they aren't ticketed within 24 hrs.
 - You will receive a confirmation email once the airfare reservation has been ticketed.
1. Open the [Confirm A Trip](#) form.
 - a. Fill in all required fields.
 - b. Required fields are noted with *****.
 2. Concur Request ID
 - a. Enter the 4-digit alpha-numeric Request ID from Concur.
 - b. A Request ID is required.
 3. Agency Locator
 - a. This is a 6-digit number in top right corner of the Airtinerary email received from the agent (above the University Travel Agent Name).
 4. Traveler's Name
 - a. Enter the traveler's name as it appears on a gov't-issued ID (usually a passport or driver's license). The traveler will need identification in this name to board the flight.

Concur Request ID *

0 of 4 max characters

Please enter in ALL CAPS

Agency Locator: *

6-digit number above Travel Advisor name, in top right corner of Airtinerary email. Please enter in ALL CAPS

Traveler's Name *

First

Middle

Last

Exactly as printed on Gov't issued ID

5. Travel Arranger info
 - a. If the traveler has been working directly with University Travel Agents and does not have a Travel Arranger, select No under "Are you a travel arranger?".
 - b. Otherwise, select Yes and fill in the travel arranger fields.
6. Travel Advisor
 - a. From the dropdown, select the name of the University Travel Agent you've worked with to make travel reservations.

Are you a Travel Arranger? *

Yes

No

Travel Arranger's Name *

First

Middle

Last

Travel Arranger's Phone: *

Travel Arranger's Email: *

Travel Advisor *

7. Yes/No Certification/Verification questions: all reservations should be verified for accuracy before this form is submitted! If changes are needed, work with the University Travel Agents prior to submitting this form.

Are both departure and return dates accurate? *

Yes

No

Are flight times correct? *

Yes

No

Is the traveler's name complete, spelled correctly and the same as what appears on a gov't-issued ID? *

Yes

No

Is Frequent Flyer number on itinerary? *

Yes

No

Have you read all remarks? *

Yes

No

8. Notes: add any notes for the University Travel Agents.
9. Click button at the bottom to submit the form.

Notes (optional)

Submit Confirm a Trip Form