

*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 <u>ticket airfare</u> 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.
- <u>Airfare is not considered finalized until it is in a ticketed status. On-hold/confirmed reservations expire if</u> they aren't ticketed within 24 hrs.
- You will receive a confirmation email once the airfare reservation has been ticketed.
- 1. Open the <u>Confirm A Trip</u> 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 Airitinerary 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 Advisc | or name, in top right corner of Airtinerary e | mail. Please enter in ALL CAPS |
| Traveler's Name * | | | |
| | First | Middle | Last |
| | Exactly as printed on Gov't issued I | D | |

- 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.

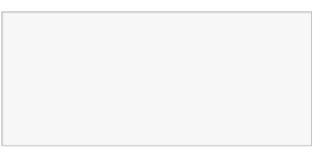
| Are you a Travel Arranger? * | ☐ Yes | | |
|------------------------------|----------|--------|------|
| Travel Arranger's Name * | No First | Middle | Last |
| Travel Arranger's Phone: * | | | |
| Travel Arranger's Email: * | | | |
| Travel Advisor * | | ✓ | |

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 | ⊖ Yes |
|--|-------|
| dates accurate? * | ⊖ No |
| Are flight times correct? * | ⊖ Yes |
| | 🔿 No |
| Is the traveler's name complete, | ⊖ Yes |
| spelled correctly and the same as what appears on a gov't-issued ID? * | ⊖ 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