

Submitting a Request for Guest Travel

- Open Request. Select New Request. Fill in all required fields.
- Under Traveler Type, select Guest.
- Select option #2 under “How will you reserve air, car and/or hotel?” since the Concur booking tool cannot be used to reserve guest travel.
- University Travel Agents can reserve airfare, hotel and/or car rental for guests. Select Yes if you would like an agent to assist you with travel reservations.
 - This option might be preferred so guests are not out of pocket for airfare or hotel/room tax.
 - If you selected Yes, fill out the [Book A Trip](#) form. An agent will respond with reservation info.
 - Select No if you do not intend to use the agents for guest travel reservations.
- Fill in the Guest Name fields.
 - A first and last name are required.
 - The University Travel Agents will obtain the guest’s legal name from info provided on the Book A Trip form. If not using the agents, these fields are informational only.
- Fill in either the Segments or the Expenses tab.
 - Complete whichever is most appropriate. A rough estimate is adequate. It is not necessary to provide info on both tabs. An expense report will need to be submitted for any expenses charged to a university card once the trip has concluded.
- Click Save.
- Submit the Request.

The screenshot shows the 'Request Header' tab of a web form. It contains several input fields and dropdown menus. Annotations include: an orange box around the 'Do you want a CBT Agent to assist you with a quote/reservation?' dropdown with an arrow pointing to the instruction 'Select Yes if you would like an agent to assist you with travel reservations.'; a blue box around the 'Guest First Name as it appears on Gov't Issued ID', 'Guest Middle Name as it appears on Gov't Issued ID', and 'Guest Last Name as it appears on Gov't Issued ID' fields with an arrow pointing to the instruction 'Fill in the Guest Name fields.'; and a green box around the '*Traveler Type' dropdown which is set to 'Guest'.

Request Header | Segments | Expenses | Approval Flow | Audit Trail

*Request/ Trip Name | *Request/ Trip Business Start Date | *Request/ Trip Business End Date | *Destination City

*Destination Country | Main Destination Risk Level | Highest Location Risk Level

*Trip Type | *Request/Trip Purpose | *Traveler Type | *How will you reserve air, car and/or hotel?

Do you want a CBT Agent to assist you with a quote/reservation?

Guest First Name as it appears on Gov't Issued ID | Guest Middle Name as it appears on Gov't Issued ID | Guest Last Name as it appears on Gov't Issued ID

The screenshot shows the 'Segments' and 'Expenses' tabs. The 'Segments' tab is active, showing an 'Add Segment' button and icons for Air Ticket, Car Rental, Hotel, and Train. Below, the 'Air Ticket' section is expanded, showing options for Round Trip, One Way, and Multi-Segment, along with fields for Outbound travel (From, To, Date, Depart at) and currency (USD).

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT

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

Outbound

From: | To: | Date: | Depart at |