Booking Travel [1]

Before you book a trip, there are a few things you need to do:

1. Complete your Profile in the Concur Travel & Expense System (Concur) [2]
2. Download Travel Apps [3]
3. Review the Procurement Service Center (PSC) Procedural Statement Travel [4]

How you book travel depends on your role at the University:

Booking Travel - Employee


Airfare is charged to a central card (ghost card) and reconciled by the PSC.

If you have not already done so, you may want to obtain a Travel Card [8] to facilitate payment of your other travel-related expenses.

If you are new to the University or travel infrequently, please visit the Infrequent Traveler links below.

Domestic Travel [9] International Travel [10]

Booking Travel - Non-Employee

When using University funds to pay for a non-employee’s trip, the sponsoring unit has three options for booking travel.

- Book travel on behalf of the non-employee using Concur: If you’re a travel arranger, you can use the Concur Travel & Expense System (Concur) to book travel for a non-employee. In Concur, this is known as guest booking. There is no service fee when booking airfare in Concur.
- Authorize the non-employee to book their travel through Christopherson Business Travel:
You can authorize the non-employee to work directly with a Christopherson Business Travel (CBT) agent by submitting CBT’s Non-Employee Travel Request form [11]. There is a $20 service fee when booking airfare through CBT.

- **Authorize the non-employee to make their own travel arrangements and request reimbursement.** You can allow the non-employee to make their own travel arrangements and submit for reimbursement after the trip is complete.

For detailed procedures on each of these options, see [Concur How-to: Booking Non-Employee Trips](#) [12].

**Important!** When working with an Independent Contractor according to the Scope of Work (SOW) process [13], the non-employee's travel expenses must be identified on the SOW form and covered using the same procurement method as the service payment.

**Booking Travel - Student**

Student employees traveling on University business follow the guidelines set forth for employees in the PSC Procedural Statement Travel [4].

Students who are not employees, and who will be traveling on official University business, follow the guidelines for non-employee travel.

**Group Travel**

The University defines group travel as three (3) or more employees/non-employees traveling to the same location for the same official University business.

Christopherson Business Travel (CBT) defines group travel for booking airline tickets as ten (10) or more employees/non-employees traveling together.

[Learn more about group travel](#) [14]

**Are you an infrequent traveler?**

You may want to visit the links below. They offer good tips and reminders for infrequent travelers.

- [Booking a Trip](#) [15]
- [Just Before You Go](#) [16]
- [Welcome Back](#) [17]

**When your trip is over**

Use the Concur Travel & Expense System (Concur) to reconcile your Travel Card charges and/or get reimbursed for out-of-pocket expenses.