



MISSISSIPPI STATE
UNIVERSITY™

TRAVEL SERVICES



Concur Travel User Guide

Table of Contents

Updating Your Travel Profile	2
Obtain Airfare Quote	4
Obtain Car Rental Quote.....	7
Obtain Hotel Quote.....	10
Book a Flight.....	12
Book a Car	16
Book a Hotel.....	18
Creating an Expense Report Based on a Completed Trip	20



Updating Your Travel Profile

Before you use Concur's travel application for the first time, update your Travel profile. Even if you make no changes, you must **save** your profile before you can book a trip in Travel.


Use the Travel profile options to set or change your personal Travel preferences and settings.

They include:

- Assistant or travel arranger
- Credit card
- Email options
- E-Receipts
- Language
- Password
- Personal preferences (name, address, emergency contact, credit card)
- Regional preferences (number format, date format, language)
- Register for Concur for Mobile
- Travel preferences (air, hotel, car rental, rail preferences)
- Travel vacation reassignment and
- Other preferences and settings (default home page, calendar, emails, accessibility mode)

Travel Arranger

If you are a travel arranger and you want to change the profile of one of your users:

- Click  (your initials in upper-right hand corner).
- Click the **Act as Another User** dropdown and select **A Delegate for another user who has granted you this permission.**
- In the field, type the first few letters of the user's name.
- Select the desired user from the search results.
- Click **Switch**.



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Access

To access the profile information:

- Click **KC** (your initials in upper-right hand corner) > **Profile Settings**. The **Profile Options** page appears.
- Select the desired option on the left side of the page.

tem Settings Concur Mobile Registration Travel Vacation Reassignment

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Request Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Personal Car
Personal Car

Concur Mobile Registration
Set up access to Concur on your mobile device

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password
Change your password.

Kerrigan Clark

↻ Act as Another User

⚙ Profile Settings

🔌 Sign Out




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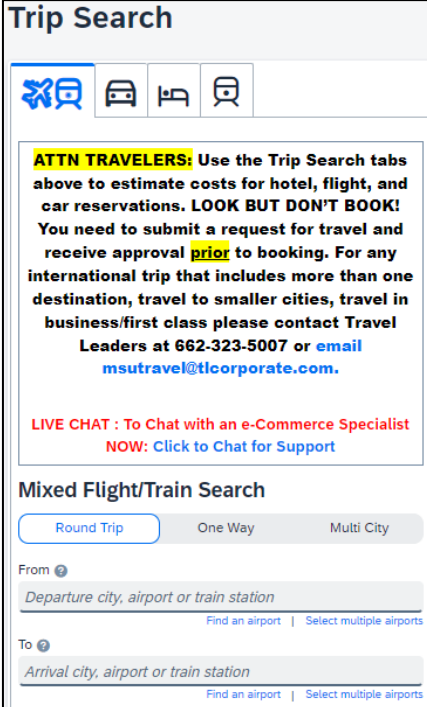
Obtain Airfare Quote

Before booking a flight, you must complete a request. The steps below walk through using the Trip Search tool on the Concur homepage. Use this tool to collect the price quotes ONLY. Do NOT book from the Trip Search tool. It is required to book from a request that has already been approved.

From the **Concur Home** page, use the Air / Rail  tab to retrieve a flight quote.

You can access the Air / Rail  tab on the left side of the home page.

1. Select one of the following types of flight options:
 - Round Trip
 - One Way
 - Multi City
2. In the **Departure City** and **Arrival City** fields, enter the cities for your travel. When you enter a city, airport name, or airport code, Concur will automatically search for a match.
 - **NOTE:** Use the **Find an airport** and **Select multiple airports** links as needed.
3. Click in the **Departure** and **Return** date fields, and then select the appropriate dates from the calendar. Use the remaining fields in this section to define the desired time range.
 - Click the  arrow to the right of the time window to see a graphical display of nonstop flights available for the routing and date you have selected. This allows you to adjust your search criteria, if necessary, to see/reserve nonstop flights.
4. Check the **Specify a carrier** check box if desired.
 - **NOTE:** You can only search one vendor at a time, and this will override the preferred airline searches normally done for all the frequent flyer number carriers.
 - If you click the **Specify a carrier** check box, a list of carriers appears that are color coded:
 - The first (yellow) will be their frequent flyer carriers.
 - The second (gray/khaki) are the most requested airlines.
 - The remaining airlines are in alphabetical order.
5. For **Search flights by**, select either **Price** or **Schedule**.



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6. If necessary, uncheck the **Flight w/ no double connections** check box.
7. Click **Search**. The flight search results appear.

Mixed Flight/Train Search

Round Trip

One Way

Multi City

From

GTR - Columbus Golden Triangle Regional Airport - Colum

Find an airport | Select multiple airports

To

PIT - Pittsburgh Intl Airport - Pittsburgh, PA

Find an airport | Select multiple airports

Depart

08/15/2021

depart

Morning

± 5

▼

Return

08/19/2021

depart

Afternoon

± 5

▼

☒ Pick-up/Drop-off car at airport

☒ Find a Hotel

Search within

5

miles from

☐ Airport

☐ Address

☐ Company Location

☒ Reference Point / Zip Code

Reference Point / Zip Code

(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Pittsburgh, PA

Only show results containing:

Class

Economy class

▼

Search by

Price

▼

☐ Specify a carrier

☐ Include additional refundable air fares

☒ Flights w/ no double connections



Search

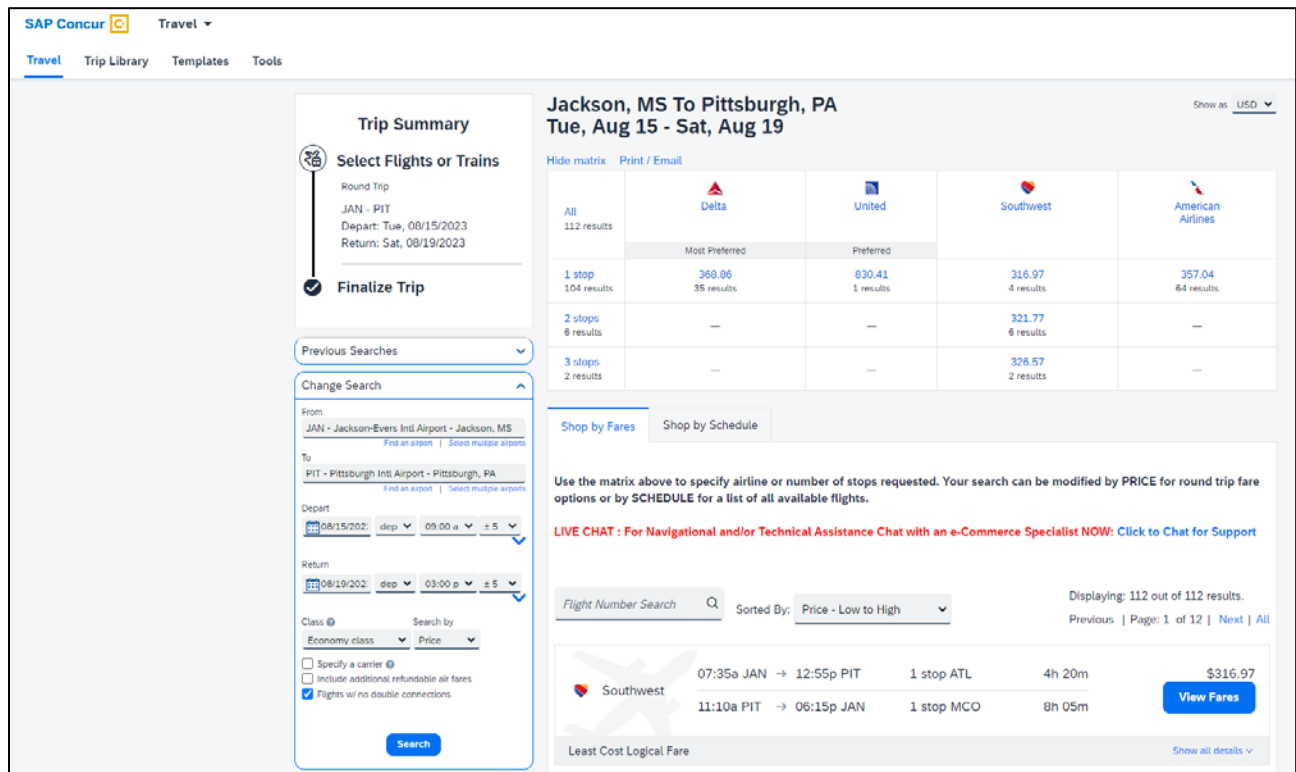
8. There are a variety of filters set on the left side of the page. Use show ▼ and hide ▲ as needed.
 - In the **Change Search** area:
 - Change your airports, dates, times, etc.
 - Click **Search**. Travel displays the new results.
 - Use the slider in the **Depart, Return, or Price** areas to narrow your search.
 - In the **Display Settings, Airport Filters, and Connecting Airport Filters** areas, select the desired options.



9. Use the information provided on the Flight Search results page to obtain your quote ONLY. Do NOT select any flights to book at this point. Make a note of the price and include it in your request.
 - What you will see on the Flight Search results page:
 - If you selected **Price** on the previous page, then the **Shop by Fares** tab is initially active.
 - If you selected **Schedule** on the previous page, then the **Shop by Schedule** tab is initially active.
 - (Click either **Shop by Fares** or **Shop by Schedule** - whichever applies - for the appropriate help information).

NOTES:

- The graphical display is based on flight schedule data. It will not show any rail options, nor can it take refund-ability or class of service preferences into account.
- Click “View Fares” to see fare option, but do NOT select any flights to book at this point.
 - The  icon next to the price reflects an option that will trigger one or more company travel policy rules.
 - The  icon next to the price reflects an option that conforms with MSU travel policy.



The screenshot displays the SAP Concur Travel interface. On the left, the 'Trip Summary' section shows a round trip from JAN to PIT, departing on 08/15/2023 and returning on 08/19/2023. Below this is a 'Change Search' section with fields for 'From' (JAN - Jackson-Evers Intl Airport - Jackson, MS), 'To' (PIT - Pittsburgh Intl Airport - Pittsburgh, PA), 'Depart' (08/15/2023, 09:00 a, ± 5), and 'Return' (08/19/2023, 03:00 p, ± 5). There are also options for 'Class' (Economy class), 'Search by' (Price), and checkboxes for 'Specify a carrier', 'Include additional refundable air fares', and 'Flights w/ no double connections'. A 'Search' button is at the bottom of this section.

The main content area is titled 'Jackson, MS To Pittsburgh, PA Tue, Aug 15 - Sat, Aug 19'. It features a 'Hide matrix' and 'Print / Email' link. Below this is a table showing flight results for various airlines: Delta, United, Southwest, and American Airlines. The table has columns for 'All' (112 results), 'Delta' (Most Preferred), 'United' (Preferred), 'Southwest', and 'American Airlines'. The rows show results for 1 stop (104 results), 2 stops (6 results), and 3 stops (2 results). Prices are listed for each row, with the lowest price being \$316.97 for Southwest.

Below the table, there are tabs for 'Shop by Fares' and 'Shop by Schedule'. A note states: 'Use the matrix above to specify airline or number of stops requested. Your search can be modified by PRICE for round trip fare options or by SCHEDULE for a list of all available flights.' A 'LIVE CHAT' link is also present.

At the bottom, there is a 'Flight Number Search' section with a search bar and a 'Sorted By' dropdown (Price - Low to High). It displays two flight options: Southwest 07:35a JAN → 12:55p PIT (1 stop ATL, 4h 20m, \$316.97) and Southwest 11:10a PIT → 06:15p JAN (1 stop MCO, 8h 05m). A 'View Fares' button is next to the first option. A 'Least Cost Logical Fare' link is at the bottom right.






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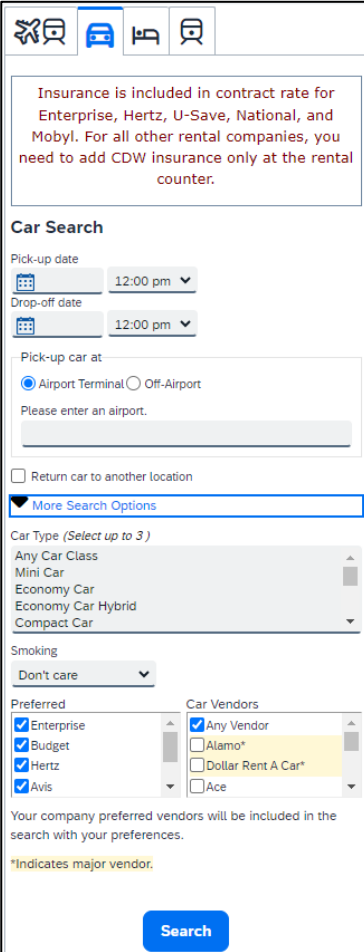
Obtain Car Rental Quote

Before booking a car, you must complete a request. The steps below walk through using the Trip Search tool on the Concur homepage. Use this tool to collect the price quotes ONLY. Do NOT book from the Trip Search tool. It is required to book from a request that has already been approved.

From the **Concur Home** page, use the Car  tab to retrieve a car rental quote.

You can access the Car  tab on the left side of the home page.

1. Enter your pick-up and drop-off dates and times.
 - In the **Pick-up car at** section, select either:
 - **Airport Terminal** and then type the city or the Airport code.
 - **Off-Airport** and then enter (or search for) the location.
2. Select **Return car to another location**, if desired. Additional fields appear. Choose the desired location.
3. To see additional search preferences, click **More Search Options**.
 - Select the **Car Type**.
NOTE: Hold the Ctrl key to select more than one type.
 - Select smoking or non-smoking.
 - Select the preferred vendors.
4. Click **Search**. The rental car search results appear.
5. There are two sets of filters: one at the top of the page and one at the left side of the page.
 - **Left side of the page:** Use the show  and hide  arrows as needed.
 - In the **Change Car Search** area:
 - Change your pick-up and drop-off dates and times; change your pick-up location; change your drop-off location.
 - Expand **More Search Options** to select car type, vendors, etc.
 - Click **Search**. Travel displays the new results.
 - In the **Car Display Filters** area, select the desired options.
 - **Matrix - Top right side of the page:** Use the grid to filter the results.



The screenshot shows the Concur Car Search interface. At the top, there are navigation icons for Home, Car, Hotel, and Flights. A notice states: "Insurance is included in contract rate for Enterprise, Hertz, U-Save, National, and Moby. For all other rental companies, you need to add CDW insurance only at the rental counter." The "Car Search" section includes fields for "Pick-up date" (12:00 pm) and "Drop-off date" (12:00 pm). Below these are radio buttons for "Pick-up car at": "Airport Terminal" (selected) and "Off-Airport". A text field "Please enter an airport." is present. There is a checkbox for "Return car to another location". A section titled "More Search Options" is expanded, showing "Car Type (Select up to 3)" with a list: "Any Car Class", "Mini Car", "Economy Car", "Economy Car Hybrid", and "Compact Car". There is a "Smoking" dropdown set to "Don't care". Below are two columns of checkboxes: "Preferred" vendors (Enterprise, Budget, Hertz, Avis) and "Car Vendors" (Any Vendor, Alamo*, Dollar Rent A Car*, Ace). A note states: "Your company preferred vendors will be included in the search with your preferences." and a footnote: "*Indicates major vendor." A blue "Search" button is at the bottom right.



- Vendors are displayed in the left column.
- The shaded column displays the intermediate car option defined in MSU's travel policy.
- To see a particular size of car, click the cell with the car size. The search results below will reflect that choice.
- To see cars for a particular vendor, click the cell for that vendor. The search results below will reflect that choice.
- To see cars of a particular size *and* a particular vendor, click the appropriate cell. The search results below will reflect that choice.

6. Below the matrix is the **Sorted By** list. Select the desired sort option.

7. Use the information provided on the results page to obtain your quote ONLY. Do NOT select any cars to reserve at this point. Make a note of the price and include it in your request.

SAP Concur Travel

Travel Trip Library Templates Tools

Trip Summary

Select a Car
Pick-up: Tue, 08/15/2023
Drop-off: Wed, 08/16/2023

Finalize Trip

Out-of-State Contract: Hertz.
In-State Contracts: Enterprise, Hertz, U-Save, Mobyl, & National.
Insurance is included in contract rate for the above vendors. For all other rental companies, you will need to add CDW insurance ONLY at the rental counter.

LIVE CHAT : To Chat with an e-Commerce Specialist NOW: [Click to Chat for Support](#)

Pick up: (GTR) on Tue, Aug 15 08:00 AM
Return: Wed, Aug 16 03:00 PM Show as USD

Hide matrix Print / Email

All	Compact	Economy	Intermediate	Full-size	Standard	Premium	Mini	Special	Luxury
Hertz Most Preferred	020 LOCATION CLOSED AT TIME SPECIFIED #ZE#								
Enterprise Preferred	020 LOCATION CLOSED AT ARRIVAL TIME #ET#								
Enterprise Preferred	020 LOCATION CLOSED AT ARRIVAL TIME #ZL#								
AVIS Less Preferred	132.76	--	156.67	166.57	181.62	188.84	233.40	334.99	668.90
Budget Less Preferred	139.32	139.32	173.97	198.72	198.72	225.95	416.55	--	--

Sorted By: Policy - Most Compliant

Displaying: 3 out of 17 results.

AVIS Intermediate Car - \$60.00 per day (Worldspan)

Automatic transmission
Unlimited miles, Pick-up: Terminal: GTR
Adults: 4, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost: \$156.67



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Notes:


- The ⚠ icon next to the price reflects an option that will trigger one or more company travel policy rules.
- Review the boxes above the **Matrix** for information/policy on the state-contracted vendors.
- Review the price and options.
- Click the picture of the car (if available) to see a larger picture as well as passenger and luggage capacity.
- Click **Location details** for more information about the available options.



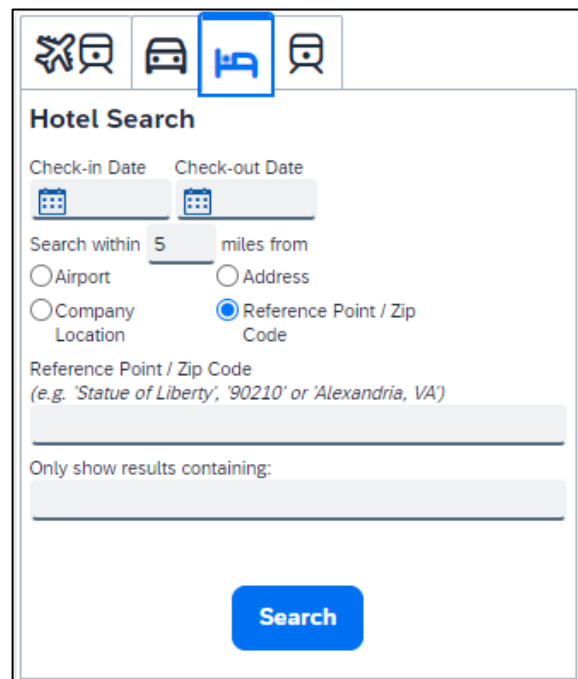
Obtain Hotel Quote




Before booking a hotel, you must complete a request. The steps below walk through using the Trip Search tool on the Concur homepage. Use this tool to collect the price quotes ONLY. Do NOT book from the Trip Search tool. It is required to book from a request that has already been approved.

From the **Concur Home** page, use the Hotel  tab to retrieve a hotel room quote.

You can access the Hotel  tab on the left side of the home page.

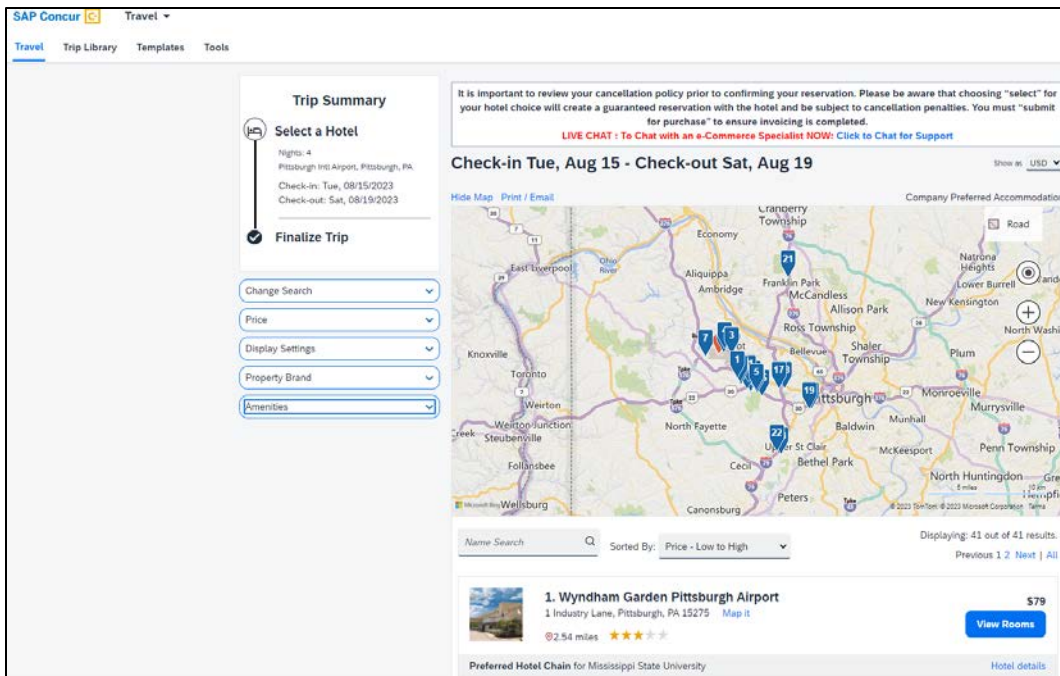
1. Enter the check-in and check-out dates (or click each field and use the calendar).
2. Enter the search radius and choose either miles or kilometers. Concur will always show *company preferred hotels* within a larger radius, usually 30 miles or kilometers.
3. Choose to search near an airport, near an address, near a company location, or near a reference point / zip code (a city or neighborhood).
4. Click **Search**. The hotel search results appear.




5. There is a filter set on the left side of the page. Use show  and hide  as needed.
 - In the **Change Search** area:
 - Change your check-in and check-out dates; change your hotel location.
 - Click **Search**. Travel displays the new results.
 - Use the slider in the **Price** area to narrow your search.
 - In the **Property Brand** area, select the desired hotels.
 - In the **Amenities** area, select the desired options.
6. Review the hotel map if desired. Click any blue  to see specific hotel information. Click, zoom, and move the map as desired.
7. Sort the results if desired. Below the map, select from the **Sorted By** list to sort the results. Enter hotel names if desired.




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8. Use the information provided on the results page to obtain your quote ONLY. Do NOT select any hotel rooms to reserve at this point. Make a note of the price and include it in your request.

- Click **View Room** to see:
 - The available rates
 - Click the  icon next to the price to see information on the rate.
 - Other amenities per room/rate
 - Rate details and cancellation policy



1. Wyndham Garden Pittsburgh Airport

1 Industry Lane, Pittsburgh, PA 15275 [Map it](#)





2.54 miles ★★☆☆☆

\$79

[Hide Rooms](#)

Preferred Hotel Chain for Mississippi State University [Hotel details](#)

Room Options

Internova Worldwide Promo Rate 1 King Bed Non-smoking With Free Wifi Complimentary Hot Breakfast Bottled Water Please cancel by 6pm day of arrival (Worldspan) Rules and cancellation policy	 <p>\$79</p>
Internova Worldwide Promo Rate Accessible 1 King Bed Non-smoking With Bathub Grab Bars Free Wifi Complimentary Hot Please cancel by 6pm day of arrival (Worldspan) Rules and cancellation policy	 <p>\$79</p>
Pay Now Save Non-cancelable 1 King Bed Non-smoking With Free Wifi Complimentary Hot Breakfast Bottled Water (Worldspan) Rules and cancellation policy	 <p>\$87</p>
Pay Now Save Non-cancelable Accessible 1 King Bed Non-smoking With Bathub Grab Bars Free Wifi Complimentary Hot (Worldspan) Rules and cancellation policy	 <p>\$87</p>

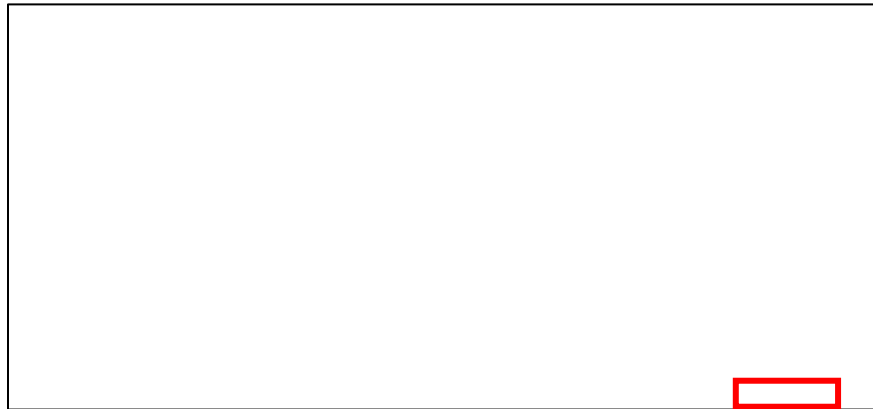
Prepayment Required



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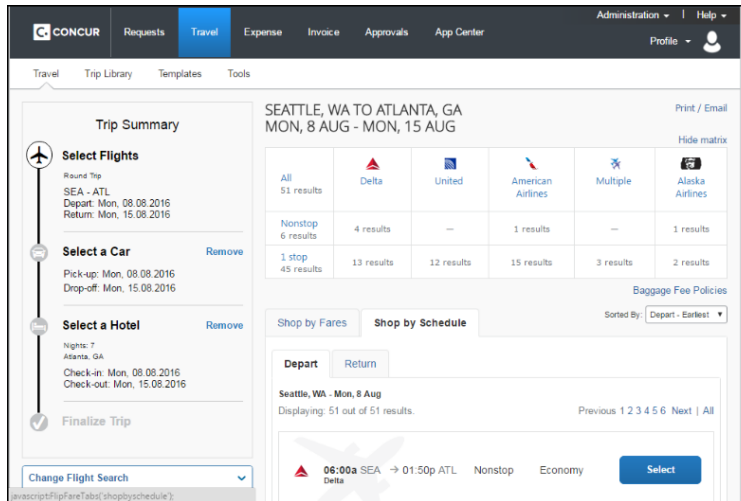
Book a Flight

1. From your approved request, select the request that is now Pending On-line Booking. Click the **Book Travel** button in the Upper-Right hand corner of the request.
2. Click **Proceed to Booking**.



3. On the Flight Search results page:
 - If you selected **Price** on the previous page, then the **Shop by Fares** tab is initially active.
 - If you selected **Schedule** on the previous page, then the **Shop by Schedule** tab is initially active.
 - (Click either **Shop by Fares** or **Shop by Schedule** - whichever applies - for the appropriate help information).
4. Sort the results (if desired).
 - **Matrix** (Top right side of the page): Use the grid to filter the results.
 - To see flights for a particular vendor, click the cell for that vendor. The search results below will reflect that choice.
 - To see flights with a particular number of stops, click the cell for that stop count. The search results below will reflect that choice.
 - To see cars of a particular stop count and a particular vendor, click the appropriate cell. The search results below will reflect that choice.
 - Below the matrix is the **Sorted By** list. Select the desired sort option.
5. Review the results and select the desired flight.





6. After selecting the flight:

- If you requested a car, the rental car search results appear. Reserve the Car Rental.
- If you requested a hotel, the hotel search results appear. Reserve the Hotel.

7. Review and change your itinerary, if necessary.

- In the **Trip Overview** section:
 - Review the information for accuracy.
 - In the **I want to** section, print or email as appropriate.
 - In the **Add to your Itinerary** section, add a car, hotel, etc., as necessary.
- In the **Flight** section:
 - Verify the information for accuracy.
 - Click **Change Seat** to select a difference seat (depending on the airline).
 - Click **Cancel all Air**, if necessary.
- Review the remaining sections as necessary and make the appropriate changes.
- Review the **Total Estimated Cost** section.



8. Click Next. The Trip Booking Information page appears.
9. Use the **Trip Booking Information** page to enter additional information about your trip.

- Enter or modify your trip name. This is how the trip will appear on your itinerary and in the automated email from Concur.
- Enter a trip description.
- Enter any comments for the travel agent.
 - **NOTE: Be aware that making an entry in this field will likely generate an agency fee.**
- Indicate if there is anyone else who should receive the initial confirmation email. Enter as many recipients as needed, separated by commas.
- If you book the trip, you will automatically receive the email.
- If you book as an arranger, you will also receive the email.

10. Click Next. Concur displays your itinerary on the Trip Confirmation page. This itinerary will include any messages about ticketing policies.

The screenshot shows the Concur web interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel' (highlighted), 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below this, a sub-navigation bar shows 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is titled 'Trip Confirmation'. On the left, a 'Trip Summary' sidebar shows a 'Finalize Trip' section with a checklist: 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main area contains a 'TRIP OVERVIEW' section with the following details: Trip Name: Trip from Seattle to Memphis; Start Date: 2016, July 18; End Date: 2016, July 25; Created: 2016, July 08, William Never (Modified: 2016, July 08); Description: (No Description Available); Agency Record Locator: M78DPY; Passengers: William N Never; Total Estimated Cost: 549.20\$ USD. A blue information box states: 'Airfare must be ticketed by an agent by: 2016.07.09 23:00 Pacific'. The Agency Name is listed as 'CTE Demo Site'. A red warning message at the top of the overview section reads: 'To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page. To CANCEL, press the Cancel button.'

11. Click Confirm Booking to send your request to the travel agents.
12. The Finished! screen shows your confirmation number and information to contact the travel agent.

The screenshot shows the 'Finished!' screen in the Concur interface. The top navigation bar includes 'Travel', 'Trip Library', 'Templates', 'Tools', and 'Meeting Admin'. The main content area is titled 'Finished!'. On the left, a 'Trip Summary' sidebar shows a 'Finished!' section with a checklist: 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main area contains a 'TRIP OVERVIEW' section with the following details: Trip Name: TEST; Start Date: January 02, 2018; End Date: January 04, 2018; Created: November 20, 2017, Amber Brazil (Modified: November 20, 2017); Description: TEST; Agency Record Locator: 29MDNH; Reservation for: Amber Rector Brazil; Total Estimated Cost: \$74.37 USD. A red warning message states: 'Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.' Below the overview, there is a 'TRAVEL CONTACT INFORMATION' section with the following details: Agency Name: TL Corporate/S & K (Mississippi State University); Daytime Phone: 662-323-5007; Nighttime Phone: 662-323-5007. The bottom of the screen shows a 'RESERVATIONS' section.

13. Click Return to Travel Center.



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Book a Car

1. From your approved request, select the request that is now Pending On-line Booking. Click the **Book Travel** button in the Upper-Right hand corner of the request.
2. Within the **Travel Request Itinerary** section, complete the required fields.
3. Click **Proceed to Booking**.

User Conference in Boston

Purpose: User Conference

[View Detail](#)

Your Itinerary

To Begin Booking your Itinerary, Please provide additional information below, then press the "Proceed to booking" button.

TRAVEL REQUEST ITINERARY

Car Rental

Boston, Massachusetts **Boston, Massachusetts**

Pick-up Return

Monday, 01/19/2015 10:00 AM Friday, 01/23/2015 10:00 AM

Choose a rental station Choose a rental station

☐ Only show me this page when I need to provide extra information

[Proceed to booking](#)


4. On the Car Rental Search results page, filter the results (if desired). There are two sets of filters: one at the top of the page and one at the left side of the page.
 - **Left side of the page:** Use the show ▼ and hide ▲ arrows as needed.
 - In the **Change Car Search** area:
 - Change your pick-up and drop-off dates and times; change your pick-up location; change your drop-off location.
 - Expand **More Search Options** to select car type, vendors, etc.
 - Click **Search**. Travel displays the new results.
 - In the **Car Display Filters** area, select the desired options.
 - **Matrix - Top right side of the page:** Use the grid to filter the results.
 - The shaded column displays the type of car defined by MSU's travel policy.
 - To see a particular size of car, click the cell with the car size. The search results below will reflect that choice.
 - To see cars for a particular vendor, click the cell for that vendor. The search results below will reflect that choice.
 - To see cars of a particular size and a particular vendor, click the appropriate cell. The search results below will reflect that choice.



5. Sort the results (if desired).
 - Below the matrix is the **Sorted By** list. Select the desired sort option.
6. Review the results.

The screenshot displays the SAP Concur Travel interface. On the left, there's a 'Trip Summary' section with 'Select a Car' and 'Finalize Trip' options. Below this is a 'Change Car Search' section with filters for pick-up date (08/15/2023), drop-off date (08/16/2023), and pick-up location (GTR - Columbus Golden Triangle Regional Ai). The main area shows a 'Pick up: (GTR) on Tue, Aug 15 08:00 AM' and 'Return: Wed, Aug 16 03:00 PM'. A 'Sorted By' dropdown is set to 'Policy - Most Compliant'. The results matrix shows various car options with prices. At the bottom, an 'Avis Intermediate Car' is highlighted with a total cost of \$156.67.


Notes:

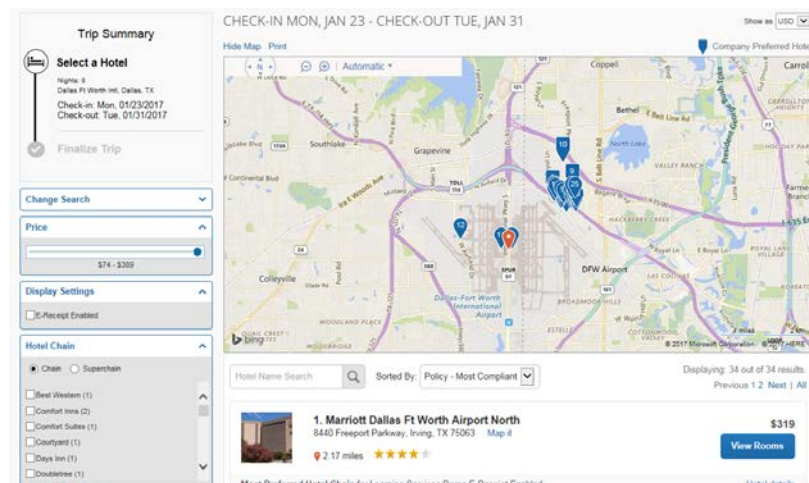
- The  icon next to the price reflects an option that will trigger one or more company travel policy rules.
 - Review the information boxes above the **Matrix** for information/policy on state-contracted vendors.
 - Click the picture of the car (if available) to see a larger picture as well as passenger and luggage capacity.
 - Click **Location details** for more information about the available options.
7. Select the desired rental car by clicking the blue button with the amount of the car rental you would like reserve.
 8. The **Review and Reserve Car** page appears:
 - Review the details for accuracy.
 - Select a program if desired.
 - Select a method of payment, if necessary.
 9. Click **Reserve Car and Continue**.
 10. Your **Travel Details** page (itinerary) appears. Review the page and then click **Next**.
 11. Continue through the booking process until the **Finished!** Screen appears and shows your confirmation number and information to contact the travel agent.
 12. Click **Return to Travel Center**.



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Book a Hotel Reservation

1. From your approved request, select the request that is now Pending On-line Booking. Click the **Book Travel** button in the Upper-Right hand corner of the request.
2. Click **Proceed to Booking**.
3. Change and filter your search (if desired)
 - There is a filter set on the left side of the page. Use show ▼ and hide ▲ as needed.
 - In the **Change search** area:
 - Change your check-in and check-out dates; change your hotel location.
 - Click **Search**. Travel displays the new results.
 - Use the slider in the **Price** area to narrow your search.
 - In the **Hotel chain** area, select the desired hotels.
 - In the **Hotel Amenities** area, select the desired options.
4. Review the hotel map (if desired).
 - Review the hotel map. Click any  to see specific hotel information. Click, zoom, and move the map as desired.




5. Sort the search results (if desired)
6. Below the map, select from the **Sorted By** list to sort the results. Enter hotel names, if desired.
7. Review the results.
 - A picture as well as the name, address, rating stars, and price range appears.
 - Click the picture to see more images.
 - Click **Hotel details** to see contact information, street address, cancellation policy, and information about the facility.



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- Click **View Room** to see:
 - The available rates
 - Other amenities per room/rate
 - Rate details and cancellation policy
- 8. Select the hotel room.
 - Click the **Cost** button next to the room that you want to reserve.



1. Residence Inn DFW Arpt North/Grapevine
 2020 State Hwy 26, Grapevine, TX 76051 [Map it](#)
 4.45 miles ★★★★★

\$169
[Hide Rooms](#)

Most Preferred Hotel Chain for Learning Services Demo E-Receipt Enabled
 [Hotel details](#)

Room Options

Regular Rate 6 Nights Studio 1 King Sofa Bed Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	✓	\$169
Park Here Fly There 6 Nights See Rate Rules Studio 1 King Sofa Bed Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	✓	\$174
Regular Rate 6 Nights 1 Bedroom Suite 1 King Sofa Bed Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	✓	\$179
Regular Rate 6 Nights 1 Bedroom Suite 1 King Sofa Bed Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	✓	\$189

9. The Review and Reserve Hotel page appears. Navigate through the page and:
 - Review or modify the room preferences.
 - Verify or modify the guest and program information.
 - Review the price information.
 - Select a form of payment, if available, as defined by your company's configuration.
 - Review the rate and cancellation information.
 - Select the I agree to the hotel's rate rules, restrictions, and cancellation policy check box.
10. Click **Reserve Hotel and Continue**.
11. Your **Travel Details** page (itinerary) appears. Review the page and then click **Next**.
12. Continue through the booking process until the **Finished!** Screen appears and shows your confirmation number and information to contact the travel agent.
13. Click **Return to Travel Center**.



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Creating an Expense Report Based on a Completed Trip

You can create an expense report based on a trip from the Upcoming Trips tab by clicking the **Expense** link in the **Action** column.

Company Notes Upcoming Trips Trips Awaiting Approval Remove Trips				
Trip Name/Description	Status	Start Date	End Date	Action
Trip from Seattle to Memphis (2XZSBA) (33AK)	Needs Expense Report Withdrawn	2015-04-09	2015-04-13	Expense
Car Reservation at MEMPHIS (MYD8LF)	Needs Expense Report Withdrawn	2015-04-09	2015-04-12	Expense
Hotel Reservation at MEMPHIS, TN, USA (2YHASK)	Needs Expense Report Withdrawn	2015-04-09	2015-04-11	Expense
Car Reservation at SEATTLE (NNQFSF)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	Expense
Car Reservation at SEATTLE (OBNGX9)	Needs Expense Report Withdrawn	2015-05-25	2015-05-29	Expense

The Report Header will appear, and you will:

- Complete all required fields (indicated with a red asterisk *) and the optional field as directed by your company.
- Click **Next** or **Save**.

The expense report page appears. At this point you can add your out-of-pocket expenses and company card transactions.

