# BOSTON UNIVERSITY CONCUR TRAVEL PORTAL

Emp	loyee Self-Service Payroll Coordinator	Organizational Chart	Reporting Worklist	WebGUI
loye	e Services			
	Homepage List of Services Search			
	Working Time	<b>P</b>	Work Environment	
0	Record your working times, plan your time off, display your quota balances.	and 🔁	Display the University prope	rty assigned to you.
	cisping your quota balances.		Travel Reimbursements	
10	Benefits and Pay			

#### **LOG-IN**

Log in through Employee Self Service of the BUworks Central Portal

- BUworks Central Portal
- ESS
- Travel Reimbursements
- Manage Business Travel
   Arrangements and Reimbursements

# BOSTON UNIVERSITY AGENT SUPPORT FROM DIRECT TRAVEL MANAGEMENT

To reach Boston's Agent Support Team

Phone: 617-353-1700

Email Address: travelbooking@bu.edu

Agents are available 24x7 and dedicated agents hours are 9am ET to 6pm ET

Note: All reservations will be available on the Concur Tool or with an Agent

HOME PAGE	<u>E</u>	
BOSTON UNIVERSITY Hello,		
TRIP SEARC	н	
Booking for my	vself   Book	for a guest
* 🖛 ⊨	4 😟 🤇	<b>b</b>
IN YOUR CO PASSPOR TRAVEL IN FOR	SIGNATED GOV UNTRY OF CITI RT/VISA REQUI TO U.S. MAY RE AUTHORIZATION & DETAILS VISIT HE ESTA WEBS	EQUIRE ESTA
Mixed Flight/Trai	in Search	
Round Trip	One Way	Multi City
From @ Departure city, airport	or train station	
то 🚱	Find an airpo	port   Select multiple airports
Arrival city, airport or t	train station	
	Find an airpo	port   Select multiple airports

The home page displays when the travel portal is opened and the display is based on your user settings.

## **My Profile**

Please review and complete prior to making travel arrangements and update all required fields including your Legal Name on your travel documents, gender and date of birth.

- Select "Profile" in the Upper Right corner and then "Profile Settings"
- Enter the appropriate information
- Click the save button

#### Selecting Trip Type

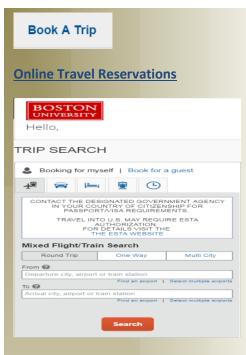


Icons direct you to **book Air only** or a **combination of all segments. Car only**, **hotel only**, **rail only** or view **FLIGHT STATS** for Arrival information on any air carrier.

<u>Trips</u>
Company Notes Upcoming Trips
Trip Name/Description
Company Notes will have your most up to
date information on Boston's Travel
Upcoming Trips will show you all future travel
arrangements made by a Direct Travel Agent
or within Concur and can be changed here
or within concur and can be changed here
Travel Arrangers Trip Library Templates Tools
Trin Library
Trip Library
Search Trip Names Dates To Use: Date Range
Booking Dates Travel Dates
Travel tab is for booking your travel or
viewing your future trips
Newing your facare trips
Arrangers are individuals that book travel on
behalf of others
Select the <b>Trip Library</b> to view past travel
arrangements.

**Templates** to create a shell for multiple travelers to book the same itinerary or the same destination for an individual with different dates

**Tools** will give you access to maps, weather, currency and many other supporting websites



### **Concur Travel Online Booking**

- 1. Select to "Book for myself" or "Book for guest"
- 2. Chose the trip type air, car, hotel, rail or combined
- 3. Fill in or select the Cities, Dates, Times and Preferences
- 4. Search
- 5. Once your segments are selected, you will be asked to Review and Reserve adding segment specific detail
- A Virtual Invoice will be delivered to your email shortly after with ticket and travel information

#### Select Air Travel

Using **Search by Price** to see a complete Itinerary with fare or **Search by Schedule** to select flights by Departure and Arrival Times

Search flights by 

Price
Schedule

\***Note**: Southwest Airlines is an instant purchase carrier and will be ticketed immediately upon selection by the carrier

Narrowing the Options with the Matrix at the

top  $\sim$ X X ٨ Southwest American Airlines Multiple Carriers United ♦ ♦ Delta 161 results Nonstop 36 results 204.00 202.20 16 results 20 results 1 stop 351.70 321.34 245.30 310.70 --117 results 49 results 9 results 14 results 45 results 2 stops 310.20 8 results 8 results

### Or Slide Indicators on the Left

Change Flight Search	~
Outbound - Mon, Oct 24	^
Depart 05:04A - 01:50P Arrive 07:15A - 10:14P	•
Return - Tue, Oct 25	^
Depart 10:00A - 06:53P	•
Price	^
Price \$202.20 - \$3,366.20	•
Display Settings	^
Hide Non-refundable Fares     Hide Propeller Planes     Depart/Return Same Airport Only	

## Once the flights are selected

**Reserve Flight and Continue** 

#### **Car and Hotel**

### **Reserve your Car**

• Preferred Vendors are listed first

isplaying: 11 out of 52 results. 👔	
Intermediate Car (Apollo) 🔷 🔶	
\$39.00 per day	Unlimited miles Pick-up: Terminal: DFW

### And Reserve your Hotel

 Hotel search with multiple features/maps to narrow the research including company locations and personal preferences

