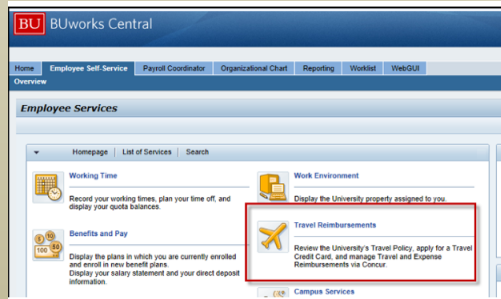


BOSTON UNIVERSITY CONCUR TRAVEL PORTAL



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

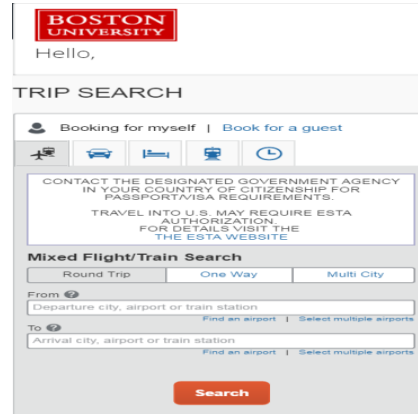
Phone: 617-353-1700

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



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.

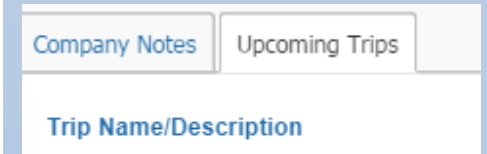
- Select "Profile" in the Upper Right corner and then "Profile Settings"
- Enter the appropriate information
- Click the save button

Selecting Trip Type



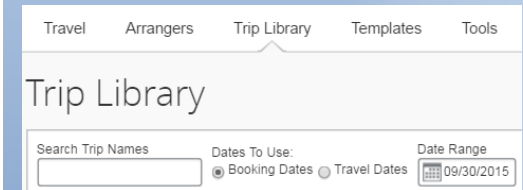
Icons direct you to **book Air only** or a **combination of all segments**. **Car only**, **hotel only**, **rail only** or view **FLIGHT STATS** for Arrival information on any air carrier.

Trips



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



Travel tab is for booking your travel or viewing your future trips

Arrangers are individuals that book travel on behalf of others

Select the **Trip Library** 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

Book A Trip

Online Travel Reservations

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
6. 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

All 181 results	Southwest ♦♦	United ♦♦	American Airlines	Delta	Multiple Carriers
Nonstop 38 results	304.00 16 results	--	302.20 28 results	--	--
1 stop 117 results	--	221.34 68 results	251.70 9 results	245.30 14 results	210.70 45 results
2 stops 8 results	--	--	310.20 9 results	--	--

Or *Slide Indicators* on the Left

Once the flights are selected

Reserve Flight and Continue

Car and Hotel

Reserve your Car

- Preferred Vendors are listed first

And Reserve your Hotel

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

- ***Be sure to complete your Travel with the Purchase button on the Trip Confirmation Tab***

Almost done... Please confirm this itinerary.

Display Trip <<Previous Purchase Ticket>> Cancel