

Subject: travelnews: Concur Tip: How to send a Concur Request Approval to your TMC for a TMC direct airline reservation

From: BAO news for travel administrators <travelnews@lists.uoregon.edu>

Date: 5/29/2018 10:32 AM

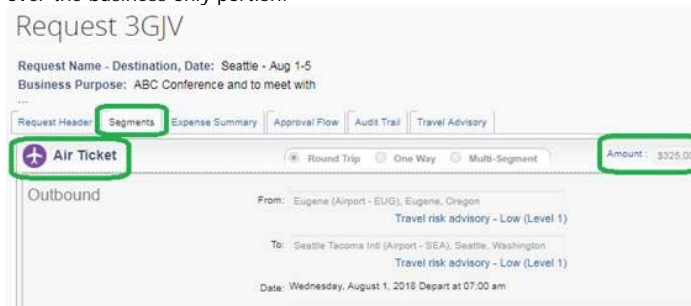
To: "travelnews@lists.uoregon.edu" <travelnews@lists.uoregon.edu>

To UO Concur users:

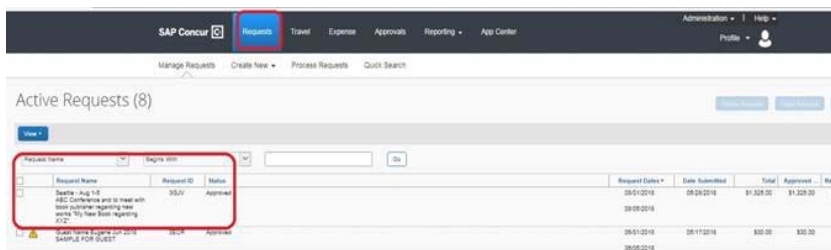
When using your TMC for your airline ticket: #2 – TMC booking – they need to have official UO approval to charge the Lodge card (visa card) for your air.

Here is how to send an Approved Request notification to your TMC:

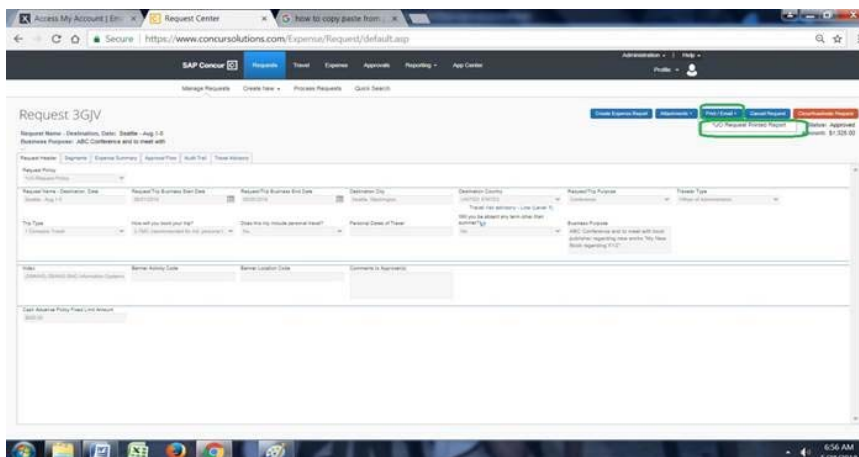
Log in to Concur and complete a pre-travel Request. Go to the Segment tab, click on the airplane and enter the amount the UO is paying for the business only portion of your air. If you have personal travel, a comparison quote is required, you will provide a personal credit card to the TMC for any amount over the business only portion.



Once your Request is approved, on the Concur home page click on Request (next to the SAP Concur logo) and locate your approved Request from the resulting list:



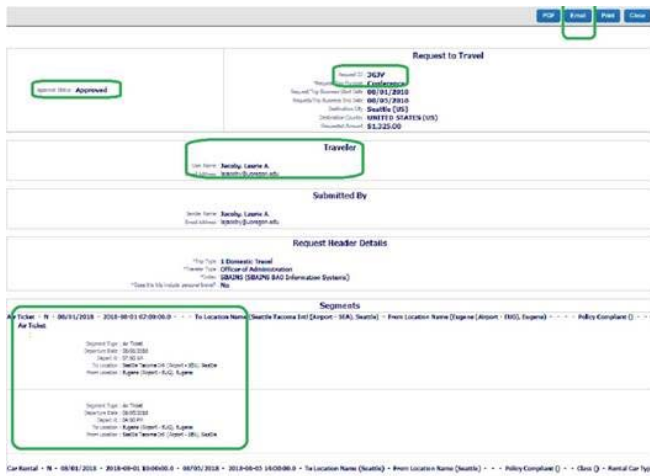
Click anywhere within the line to open the Request. Locate the Print/Email button in the upper right and select "UO Request Printed Report":



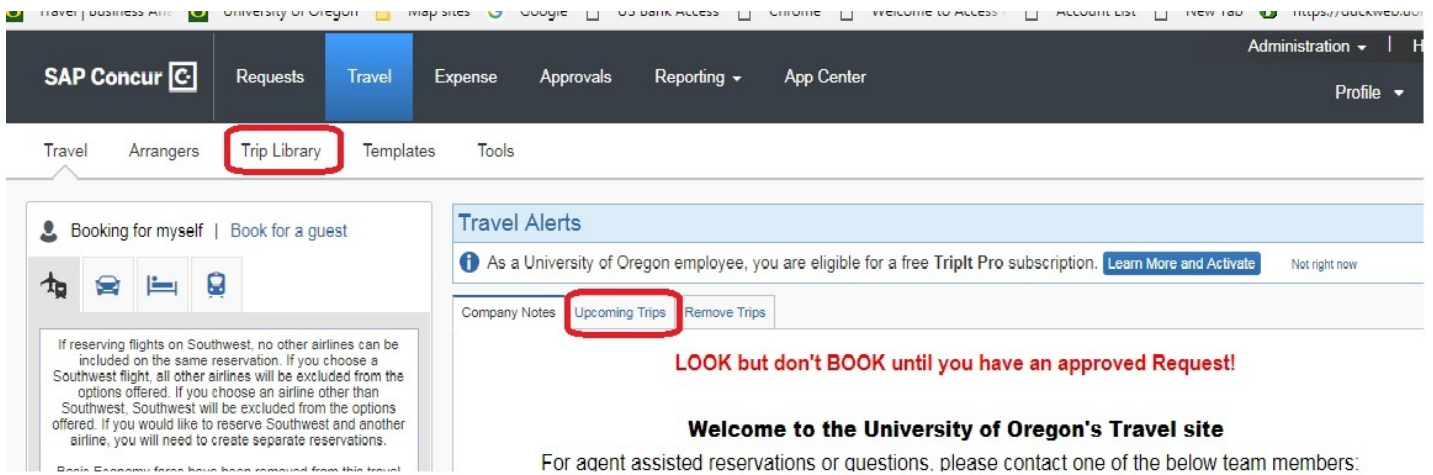
This report contains traveler's name, Status: "Approved", Request ID, flight details and the amount the TMC is to charge to UO lodge(credit) card. Click Email and type in your TMC email address, as well as your own email address to provide Outlook tracking:

Direct Travel: UofOtravelteam@dt.com

Premier Travel: doug@premiertravel.com



The TMC will issue the ticket upon receipt of the Approved Request. You should be able to see the confirmed reservation and ticket number located in Travel: Trip Library or Upcoming Trips



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