Eight Easy Steps to book your trip on Concur Travel

1. Select if you are booking the trip for yourself, a guest, or if you would like to use your traveler’s profile.

   ![Trip Search](image)

2. Enter your date and time parameters, make your time search as wide as needed to accommodate your schedule flexibility.

3. Select your flights, rental car, and hotel. View available seats now or you can choose seats in the next step.

   ![Flight Search](image)

4. Review your flights and choose how you would like to pay for the airline ticket and guarantee your hotel. Airline tickets for business use should be charged to the campus (CTS).

   ![Selections Review](image)

5. Review your selections, add items, and continue on the trip detail page.

   ![Travel Details](image)

6. If your ticket is billed to the campus, enter your campus Direct Bill, SpeedType, PTA, Connexxus ID, Trip Number, or Event Number. If you do not have your campus entry, you can leave this page blank and place on hold.

   ![Trip Booking Information](image)

7. Double check to make sure you booked the correct selections.

8. Purchase your trip, or if you booked a car or hotel only select confirm. You will receive a booking confirmation from “Concur Travel” and then your e-ticket invoice from 

   [Connexxus.BCDTravel.ltn.Inv@bcdtravel.com](mailto:Connexxus.BCDTravel.ltn.Inv@bcdtravel.com) (retain this copy for expense reports)

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For UCR: Airline tickets for business use, and billed on CTS, can be booked by your Travel Coordinator.