

Section 1: Getting Started	
Log on to TravelND	
1	To make a travel reservation, access <a href="http://travel.nd.edu">http://travel.nd.edu</a> and login using your NetID and password.
<i>You can also access the Concur system through insideND. Within insideND, click on the Administration tab and go to the travelND channel. Click on the travelND logo to login.</i>	

Section 2: Explore My Concur tab	
Explore the available sections to familiarize yourself with this page	
1	The <b>Trip Search</b> section on the left allows you to enter your trip search criteria.
2	The <b>Travel Info</b> section is a message board that provides announcements related to travelND.
3	The <b>Trip List</b> section will list your upcoming trips booked in Concur.
4	You will also notice an <b>Active Work</b> section and an <b>Available Company Card Charges</b> section. More information on these two sections is available on the Expense Quick Reference Guide.

Section 3: Update Your Profile	
Update your personal information	
1	Click <b>Profile</b> at the top of screen.
2	Click <b>Personal Information</b> .

3	<b>Name</b> - Please make certain that your first, middle, and last name is identical to the government issued photo ID that you will be presenting at the airport. Due to increased airport security, you may be turned away at the security screening area or at the gate if the name on your ID does not match the name on your ticket.
4	Update the required and other appropriate information. Click <b>Save</b> . Fields marked "Required" must be complete to save your profile.
<b>Company Information</b>	
Your default fund-org-program (FOP) is listed under Company Information. Travelers can choose to direct bill airline tickets directly to your FOP (or a different FOP). A credit card is required for hotel reservations. The Account code will be populated automatically for airline bookings.	
<b>(OPTIONAL) Travel Preferences and Frequent Traveler Programs</b>	
You may enter any <b>Travel Preferences</b> and <b>Frequent Traveler Programs</b> in your profile.	
<b>(OPTIONAL) Activate the E-Receipts Supplier option</b>	
1	At the top of the My Concur page, click <b>Profile</b> .
2	Select <b>e-receipts Activation</b> .
3	Activate e-receipts for any credit card you have entered in your profile.
<i>Enable e-receipts to automatically receive electronic receipts from participating vendors.</i>	

<b>(OPTIONAL) Set up an Assistant or Travel Arranger</b>	
<i>Please note that the travel arranger will be able to view your personal details such as Date of Birth, Passport Number and the last 4 digits of any credit cards in your profile.</i>	
1	At the top of the My Concur page, click <b>Profile</b> .
2	Select <b>Personal Information</b> .
3	Select the <b>Assistants/Arrangers</b> option on the left.
4	Click <b>Add an Assistant</b> located to the right of the section.
5	In the <b>Search Criteria</b> field, type the last name of the person you wish to add as an assistant/travel arranger.
6	Click <b>Search</b> .
7	From the <b>Assistant</b> dropdown menu, select the appropriate assistant.
8	Select <b>Can Book Travel for Me</b> .
9	More than one Assistant/Arranger may be added. Optional: Select <b>Is my primary assistant for travel</b> .
10	Click <b>Save</b> .
<b>Enter Credit Cards</b>	
1	Click <b>Add Credit Card</b> .
2.	Enter ND issued Travel card information. Choose this card for desired travel options.
3.	Add additional cards if desired.
<i>If a default credit card for booking air, hotel or car</i>	

*is not selected, traveler will be given the option of selecting the card(s) or direct FOP billing (airlines only) during booking.*

### Section 4: Make a Travel Reservation

#### Make a flight reservation

1	On the <b>Flight</b> tab, select one of these: <ul style="list-style-type: none"> <li>• Round Trip</li> <li>• One Way</li> <li>• Multi-Segment</li> </ul>
2	In the <b>Departure City</b> and <b>Arrival City</b> fields, enter the cities for your travel.
3	In the <b>Departure</b> and <b>Return</b> fields, select the appropriate dates and times.
4	If you need a car, select <b>Pick-up/Drop-off car at airport</b> .
5	If you need a hotel, select <b>Find a Hotel</b> . (Make the appropriate choices for the hotel.)
6	Click <b>Search</b>
7	You can charge the air reservation directly to your default Fund-Organization-Program from Profile. Enter a <b>FOP</b> number if you want to charge to a different FOP. Select the <b>Trip Purpose</b> .
8	Click <b>Next</b> and the search results will appear.
9	You can sort the flight results by different options such as by departure time or duration.
10	<b>(Optional)</b> After you find the appropriate flight, you can <b>View the Seat map</b> by

	clicking on the icon to the right of the flight information. The seats will be assigned to you by the airline or based on the information in your profile. You will have an opportunity to change your seat before purchasing the ticket.
12	Click <b>Reserve</b> .
13	Choose a payment method. Even if you entered a credit card as a default for airline in your profile, you will still see this screen, so you can choose the direct bill credit card or your card.
<b>Select a car</b>	
<i>If you specified that you need a car on the <b>Search</b> tab, the car results are displayed after you select your flight. However, if you selected "automatically reserve this car", you will not see your car options. The car will be reserved based on your default profile options.</i>	
1	Select the appropriate rental car and then click <b>Reserve</b> .
<b>Select a hotel</b>	
<i>If you selected the <b>Find a Hotel</b> option on the <b>Search</b> tab, the hotel results are displayed after you choose your rental car.</i>	
1	You can choose to use the filters available or just scroll through the list of available hotels. To filter by hotel chain, click <b>Hotel Chain</b> , and then select the chains you want to view.
2	To filter by hotel amenities, click <b>Hotel Amenities</b> , and then select the appropriate amenity options.

3	In the upper-right corner of the page, click <b>Map of Hotels</b> to view a map of the hotels.
4	Click <b>Info</b> for a specific hotel to find more detailed information for the hotel.
5	When ready to reserve your room, click <b>Reserve</b> for the appropriate rate and hotel.
6	Agree to the hotel policy and click <b>Continue</b> .
<b>Complete the booking</b>	
1	View your <b>Travel Itinerary Details</b> . You may change your seat selections for flights at this time.
2	Scroll down and click <b>Next</b> .
3	On the Trip Booking Information Screen, you can assign a <b>Trip Name</b> , <b>Trip Description</b> and send a copy of the confirmation.
4	You can click <b>Next</b> to finalize your reservation or, Click <b>Hold Trip</b> (without further action the trip will cancel automatically by 5 p.m. next day).
5	To complete the booking, click <b>Purchase Ticket</b> .
6	Click <b>Return to Travel Center</b> to go back to the <b>My Concur</b> page. Your trip will now appear in the <b>Trip List</b> section.

### Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

*To change a flight reservation booked in Concur,*

*please contact Anthony Travel at 631-7080.  
If you did not book your trip using travelND, you must contact the appropriate booking agent or airline directly.*

<b>1</b>	At the top of the My Concur page, click <b>Travel</b> .
<b>2</b>	In the <b>Upcoming Trips</b> section of My Concur, click the name of the trip to see available options
<b>3</b>	Click <b>Change Trip</b> .
<b>4</b>	On the itinerary, click the appropriate link to: <ul style="list-style-type: none"> <li>• Change seat</li> <li>• Add, change, or cancel parking</li> <li>• Add, change, or cancel a taxi</li> <li>• Add, change, or cancel car rental</li> <li>• Add, change, or cancel hotel</li> <li>• Add, change, or cancel dining</li> </ul>
<b>5</b>	To cancel your entire trip, click the <b>Trip Library</b> link at the top of the Travel home page.
<b>6</b>	Click <b>Actions</b> to the left of the trip you wish to cancel, select <b>Cancel Trip</b> , and then click <b>OK</b> .

**Additional information available on TravelND (<http://travel.nd.edu>)**

- Book trips for multiple people at the same time (Cloning Trip)
- Book trip for a guest
- Payment methods and options
- Booking as an Arranger/Assistant for someone else
- E-mail search options to another user
- E-mail itinerary to another user
- Setting travel options
- Booking Taxi, Parking, other
- E-receipts