Booking Travel Via Concur Quick Guide
To Access Concur: Click Here

What is Concur?

Concur is a comprehensive web-based tool that integrates travel request and expense reporting with a complete travel booking solution for higher education business travel. Concur allows for the electronic processing of the following:

➢ Travel Reimbursements via EFT or Mail

➢ US Bank Travel Ghost Card Transactions (airfare)

➢ Domestic & International Travel Approvals

Concur Modules

Concur includes three modules which should be used to perform different types of activities in the system.

Travel Request is required to obtain preapproval of your travel prior to making any travel reservations and complete an Expense Report.

Concur Travel should be used to book airfare, car rental reservations, and hotel reservations through the University's travel management company (TMC),
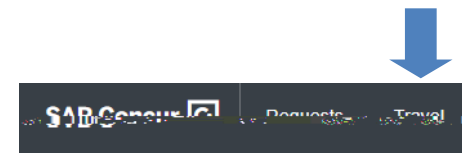
Booking Airfare

➢ Your name in Concur (Primary Name) is the name used to book your flight. If your name is not identical to what's on your Driver's license/Passport, please book airfare outside of Concur or change your primary name with HR.

➢ For any flights with a price 20% greater than the lowest cost airfare, the system will display a warning icon next to the blue reserve button. This means the flight is out of