Concur Travel Booking Instructions for NTC Grant Recipients

1. Login at gibson.tulane.edu with your Tulane credentials and click on the Concur link
2. Hit "OK" if you see a "Login Warning" pop-up
3. Create your user profile:
    a. If you are buying a ticket on your own credit card you must add your credit card and default card and click save. (You will be taxed on your stipend and then also on your travel purchases, so this is not recommended.)
    b. In your user profile, you can upload rewards membership/miles program information for different airlines, hotels, and rental car vendors—even if we are paying!
4. Search flights:
    a. *Suggestion:* The default search time is a (+/-) four-hour window at 9:00 AM (departure) and 5:00 PM (arrival). Expanding the search time will show additional flights
    b. The search functionality allows for preferred airline,
    c. If you are paying with your own credit card, just use Concur like you would any other travel site.
5. If URAF is purchasing your ticket (recommended):
    a. Send flight information for your preferred flight to World Travel at tulane.travel@worldtrav.com
    OR
    b. Send the specific dates/times/cities to World Travel at tulane.travel@worldtrav.com and a travel agent will send you options to choose from (the charge is the same whether you find the flight or they find the flight)
    c. In your email to World Travel
        - Make a subject line like, "NTC Grant-funded Student Travel Request: Paris"
        - Include the following message in your request: "Booking to be paid by Thomas Spencer tspencer2@tulane.edu cc'd here for confirmation."
        - CC: NTCgrants@tulane.edu and tspencer2@tulane.edu so we are in the loop
6. When you confirm your selected travel arrangements with WorldTravel, they will charge URAF and you will receive your final reservation by email.

Pricing

Tulane blocks (will not allow booking for) basic economy airfare and non-cancellable hotel rates in Concur. These rates have restrictions and are non-refundable, which causes disputes, and ultimately the savings are not substantial enough for business travel. You may book these rates with an agent but understand Tulane will not reimburse you if a basic economy fare is canceled, details and fees are below.

Can I opt out of using Concur?

No. Faculty, staff, non-affiliates, and students planning Tulane-related travel are required to book their airfare, hotel, and rental cars through Concur - World Travel Services. However, in the very rare instances that you cannot book your trip via Concur - Tulane's Travel Program, you must contact the Travel Department for an exception prior to booking. If you are expensing the travel to Tulane, the written pre-approval must be submitted with your expense report.

The lower online booking fee price per round trip or ticket issued (there is no charge for booking hotels or rental cars) is located in the Concur Booking Manual.