



## SAP CONCUR TRAVEL FOR BAYLOR ATHLETICS

### Anthony Travel

Anthony Travel's preferred online booking tool is SAP Concur Travel. The tool is the optimal way for staff to search and book individual travel options while adhering to Department policy and budget requirements.

### Access Concur Travel

1. Visit [concursolutions.com](https://concursolutions.com)
2. Use your **@baylor.edu** email address
3. Select *Sign in with Baylor Athletics*
  - Enter your Bear ID credentials

### Traveler Profile Information

Prior to booking online, please ensure the name in your Traveler Profile matches your government-issued ID that you will be presenting at the airport. Additionally, please update your profile to ensure we have all pertinent travel information on-hand prior to your trip.

### Concur Travel References

Note: These are general resources and are not specific to the Concur Travel site for Baylor Athletics.

- [Booking a Flight](#)
- [Booking a Car](#)
- [Booking a Hotel](#)

### Anthony Travel On-Site Agents

#### Sara Baxter

Phone: (254) 855-5835

Email: [SaraBaxter@anthonytravel.com](mailto:SaraBaxter@anthonytravel.com)

#### Madeline Welch

Phone: (254) 855-1967

Email: [MadelineWelch@anthonytravel.com](mailto:MadelineWelch@anthonytravel.com)

### Concur Travel Support

For assistance with Concur Travel (errors, issues logging in, etc.), please call (800) 924-6619 or e-mail [OnlineTravel@anthonytravel.com](mailto:OnlineTravel@anthonytravel.com) Monday – Friday, 7 AM – 4 PM Central Time.

### After Hours Support

For assistance with booking a trip during non-business hours, please contact the Anthony Travel After Hours service desk. A member of our in-house After Hours team will assist you with your travel needs.

Phone: (469) 294-1031

E-mail: [AfterHoursTravel@anthonytravel.com](mailto:AfterHoursTravel@anthonytravel.com)

Hours of operation (all times in CT)

**Monday – Friday: 4 PM – 11 PM**

**Saturday, Sunday, & Holidays: 7 AM – 11 PM**

If you are calling after 11 PM, call (800) 530-2560 and give your VIT code STL9J.