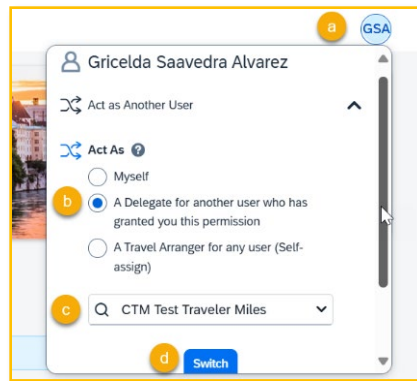


Travelers, Travel Assistants and Arrangers are required to complete their Concur profile prior to making a new reservation.

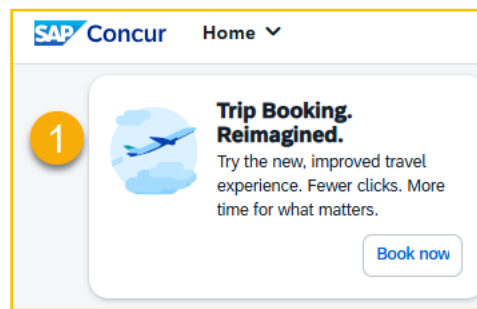
If you are making a reservation for yourself, start your booking on step #1 below.

If you are making a reservation for another employee: use the "Open Profile" drop down menu on the right-hand side corner to select their profile prior to start making a reservation.

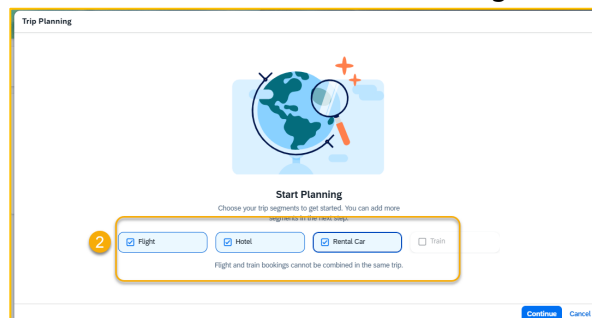
- a. Click the "Open Profile" drop down menu.
- b. Under the "Act as another User" option, select the "A Delegate for another user who has granted you this permission" option.
- c. Type and select the employee's name that you will be making a reservation for
- d. Click "Switch"



1. Click on the "Book now" option under the "Trip Booking. Reimagined" tile



2. Select the options needed on the reservation (Flight, Hotel, or Car Rental)



3. Enter the "Flight Search" details by indicating the fare type (round trip, one-way, or multi-city) from/to airports, and travel from/to dates.

The screenshot shows the 'Trip Planning' interface with a 'New Trip' section on the left and a 'Flight Search' section on the right. The 'Flight Search' section is highlighted with a yellow box. It includes a 'Flight Search' header, a 'Round trip' tab selected, and input fields for 'From', 'To', and 'Dates'. The 'From' field is highlighted with a yellow box and contains the text 'Enter airport, city, or location'. The 'To' field is also highlighted with a yellow box and contains the text 'Enter airport, city, or location'. The 'Dates' field is highlighted with a yellow box and contains the text '09/23/2025 - 09/26/2025'. There is also a 'Cabin' dropdown menu set to 'Any Cabin'.

4. Enter the "Rental Car Search" details. Note that you may select the option to "Match Flight Booking" for the car rental Pickup/Drop-Off locations and dates to be based on the flight selection.

The screenshot shows the 'Trip Planning' interface with a 'New Trip' section on the left and a 'Rental Car Search' section on the right. The 'Rental Car Search' section is highlighted with a yellow box. It includes a 'Match Flight Booking' checkbox checked, and input fields for 'Pickup', 'Drop-Off', and 'Dates'. The 'Pickup' field is highlighted with a yellow box and contains the text 'Miami International Airport'. The 'Drop-Off' field is highlighted with a yellow box and contains the text 'Miami International Airport'. The 'Dates' field is highlighted with a yellow box and contains the text '09/23/2025 - 09/26/2025'. There are also 'Pickup Time' and 'Drop-Off Time' fields.

5. Enter the "Hotel Search" details by indicating the "Destination" city and "Dates."
6. Click "Search"

The screenshot shows the 'Trip Planning' interface with a 'New Trip' section on the left and a 'Hotel Search' section on the right. The 'Hotel Search' section is highlighted with a yellow box. It includes a 'Destination' field containing 'Miami', a 'Distance' dropdown set to '5 mi', and a 'Dates' field containing '09/23/2025 - 09/26/2025'. The 'Search' button in the 'New Trip' section is highlighted with a yellow box and has a '6' next to it.

7. Select the "Departing Flight." Use the available filters and sorting options to customize your search.

The screenshot shows the 'Departing Flight' search results page. It includes a search bar with 'Dates (DFW) - Miami (MIA)' and a '7' next to it. Below the search bar, there are several flight options listed in a table format. The table has columns for 'Best Economy', 'Best Cabin', 'Best Plus', and 'Best'. The first flight option is '9:00 AM - 8:54 AM' with a price of '\$135'. The second flight option is '9:09 AM - 1:08 PM' with a price of '\$254'. The third flight option is '9:15 AM - 11:02 AM' with a price of '\$254'. There are also filters and sorting options available at the top of the results.

- Use the "Fare Details" option to view additional flight information. Click the "Select Fare" option to select the departing flight.

**Departing Flight** Skip Search

Dallas (DFW) - Miami (MIA) Departure Date: Tuesday, September 23, 2025 Edit Search

3 of 56 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

**Best flights for you**

American Airlines	(Economy) Basic Economy	(Economy) Main Cabin	(Economy) Main Plus	(Economy) Main Cabin Flexible
<b>8:00 AM - 8:54 AM</b> Nonstop • 2h 54m American Airlines AA 3229 Duration: 2h 54m Airbus A321 On time: 80% 8:54 AM • Miami International Airport	Seat selection for a fee 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Above average legroom seat 1 carry-on bag included 1st checked bag included 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Refundable for a fee of \$145 Free advanced changes Same day changes for a fee 293kg CO2e
Recommended More Preferred 293kg CO2e	Round-trip \$131 Select Fare	Round-trip \$211 Select Fare	Round-trip \$325 Select Fare	Round-trip \$341 Select Fare

- Select the "Return Flight." Use the available filters and sorting options to customize your search.

**Return Flight** Skip Search

Miami (MIA) - Dallas (DFW) Departure Date: Friday, September 26, 2025 Edit Search

114 of 202 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

**Best flights for you**

American Airlines	Main Cabin	Main Plus	First
<b>8:55 AM - 11:07 AM</b> MIA - DFW • Nonstop • 3h 12m American Airlines AA 1654 Duration: 3h 12m Airbus A321 On time: 90% 11:07 AM • Dallas/Fort Worth International Airport	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Above average legroom seat 1 carry-on bag included 1st checked bag included 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Refundable for a fee of \$84 Free advanced changes Same day changes for a fee 293kg CO2e
Recommended More Preferred 293kg CO2e	Round-trip \$211 Select Fare	Round-trip \$268 Select Fare	Round-trip \$797 Select Fare

- Use the "Fare Details" option to view additional flight information. Click the "Select Fare" option to select the return flight.

**Return Flight** Skip Search

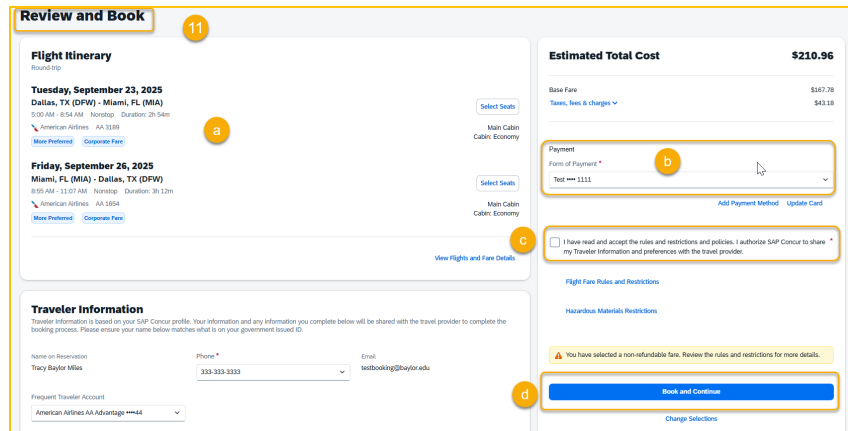
Miami (MIA) - Dallas (DFW) Departure Date: Friday, September 26, 2025 Edit Search

114 of 202 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

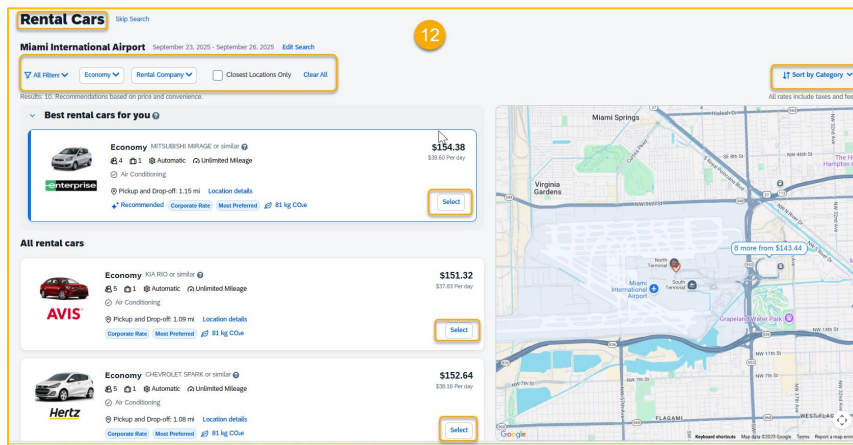
**Best flights for you**

American Airlines	(Economy) Main Cabin	(Economy) Main Plus	(Economy) Main Cabin Flexible
<b>8:55 AM - 11:07 AM</b> Nonstop • 3h 12m American Airlines AA 1654 Duration: 3h 12m Airbus A321 On time: 90% 11:07 AM • Dallas/Fort Worth International Airport	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Above average legroom seat 1 carry-on bag included 1st checked bag included 2nd checked bag for \$45 Nonrefundable Free advanced changes Same day changes for a fee 293kg CO2e	Standard legroom seat 1 carry-on bag included 1st checked bag for \$40 2nd checked bag for \$45 Refundable for a fee of \$84 Free advanced changes Same day changes for a fee 293kg CO2e
Recommended More Preferred 293kg CO2e	Round-trip \$211 Select Fare	Round-trip \$268 Select Fare	Round-trip \$276 Select Fare

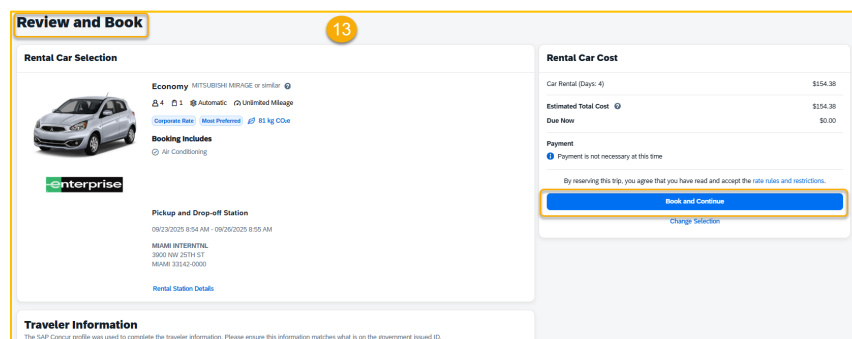
11. Complete the "Review and Book" page.
  - a. Review selections
  - b. Select "Payment"
  - c. Agree and accept the rules, conditions, and policies.
  - d. Click "Book and Continue"



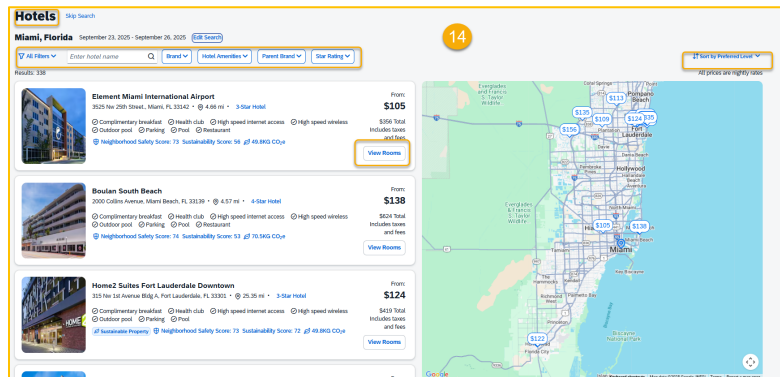
12. Select the car rental option. Use the available filters and sorting options to customize your search.



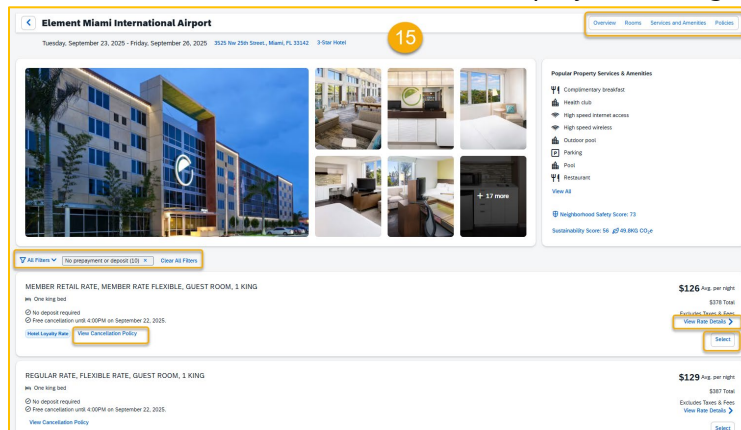
13. Complete the "Review and Book" by clicking on the "Book and Continue" option.



14. Select the Hotel option. Use the available filters and sorting options to customize your search.

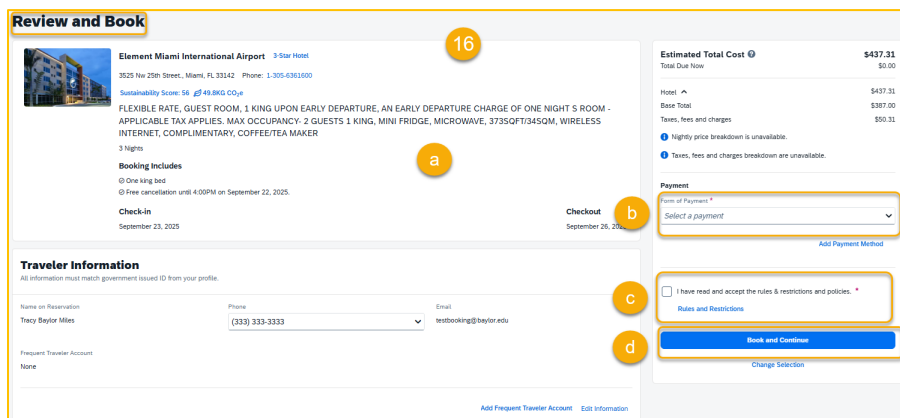


15. Once selected the hotel details will display including the link to the Cancellation Policy



16. Complete the "Review and Book" page.

- Review selection
- Select "Payment"
- Agree and accept the "Rules and Restrictions."
- Click "Book and Continue"



17. Review the "Travel Details" and click "Next."

**Travel Details**

**Trip Overview**

I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip - Miami [\(link\)](#)  
**Start Date:** September 23, 2025  
**End Date:** September 26, 2025  
**Created:** July 17, 2025, Griceida Saavedra Alvarez (Modified: July 17, 2025)  
**Description:** (No Description Available) [\(link\)](#)  
**Agency Record Locator:** HVTWZF  
**Passengers:** Tracy Baylor Miles  
**Total Estimated Cost:** \$752.34 USD [\(Details\)](#)

**Add to your Itinerary**

[Car](#) [Hotel](#)

**Airfare must be ticketed by: 07/18/2025 11:00 PM Central**

[Change frequent flyer program](#)

**Reservations**

**Tuesday, September 23, 2025**

**Flight Dallas, TX (DFW) to Miami, FL (MIA)** [Cancel All Air](#)

**American Airlines 3189**  
Operated by: American Airlines

**Departure: 05:00 AM**  
Dallas/Fort Worth Intl Airport (DFW)  
Duration: 2 hours, 54 minutes  
Nonstop

**Confirmation: NOQAHZ**  
Status: Confirmed

**Seat: 20A (confirmed)**  
[Change seat](#)

**Arrival: 08:54 AM**  
Miami Intl Airport (MIA)

**Additional Details**  
Aircraft: Airbus A321 Distance: 1121 miles  
E-Ticket Meal: Food for purchase  
Cabin: MAIN (0)

**Enterprise Car Rental at: Miami US (MIA)** [Cancel](#)

Pick-up at: Miami US (MIA)

**Pick Up: 08:54 AM Tue Sep 23**  
Pick-up at: Miami US (MIA)  
Number of Cars: 1

**Confirmation: 1484965969COUNT**  
Status: Confirmed  
Frequent Guest Number: 659665  
Rate Code: ZSENCY

**Return: 08:55 AM Fri Sep 26**  
Returning to: Miami US (MIA)

**Additional Details**  
Rate: \$36.00 USD extra daily rate, unlimited; \$11.88 USD extra hourly rate, unlimited; \$36.00 USD daily rate, unlimited  
Total Rate: \$154.38 USD Corporate Discount: X250665

**Rental Details**  
Economy / Car / Automatic transmission / Air conditioning

**Element Miami International Airport** [Cancel](#)

3525 NW 25th Street  
Miami, Florida, 33142  
US  
305-636-1600

**Checking In: Tue Sep 23**  
Room 1, Days 3, Guests 1

**Confirmation: 86761610**  
Status: Confirmed

**Checking Out: Fri Sep 26**

**Additional Information**  
Daily Rate: \$129.00 USD Total Rate: \$387.00 USD

**Cancellation Policy**  
Cancellation Fees may apply. Must Cancel 1 Day(S) Prior To Arrival.

[Add to your itinerary](#)

**Friday, September 26, 2025**

**Flight Miami, FL (MIA) to Dallas, TX (DFW)** [Cancel All Air](#)

**American Airlines 1654**  
Operated by: American Airlines

**Departure: 08:55 AM**  
Miami Intl Airport (MIA)  
Duration: 3 hours, 12 minutes  
Nonstop

**Confirmation: NOQAHZ**  
Status: Confirmed

**Seat: 19F (confirmed)**  
[Change seat](#)

**Arrival: 11:07 AM**  
Dallas/Fort Worth Intl Airport (DFW)

**Additional Details**  
Aircraft: Airbus A321 Distance: 1121 miles  
E-Ticket Meal: Food for purchase  
Cabin: MAIN (0)

[Add to your itinerary](#)

**Total Estimated Cost**

<b>Air</b>		<a href="#">View Fare Rules</a>
Airfare quoted amount:	\$167.78 USD	
Taxes and fees:	\$43.18 USD	
	\$210.96 USD	
<b>Hotel:</b>	\$387.00 USD	
<b>Car:</b>	\$154.38 USD	
<b>Total Estimated Cost:</b>	<b>\$752.34 USD</b>	

**Restrictions**  
Quote: NONREFIFAREDFICLX BY FLT TIME OR NOVALUE

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

**Remarks**

FOR AGENT ASSISTANCE IN CASE OF AFTER HOURS EMERGENCY  
PLEASE CALL YOUR AGENT TEAM AT 888-918-3486  
IF YOU ARE OUTSIDE OF THE USA PLEASE DIAL 402-509-3708

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel Trip](#)

18. The trip confirmation will display.

## Trip Confirmed 6

An email confirmation will be sent to CTM Test Traveler Miles.

[Back to Homepage](#)   [View Trip Overview](#)

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Traveler	CTM Test Traveler Miles
Trip Name	Trip - Waco
Date	March 17, 2025 - March 20, 2025

19. An email confirmation will be sent to the Traveler, Travel Arranger and Primary Travel Assistant with the option to add reservation details to their calendar.

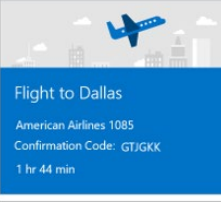
Confirmation: Trip - ██████ 03/17/2025 - 03/20/2025 19

Concur Travel <noreply@concur.com>  
 To: testbooking@baylor.edu, Saavedra, Gricelda; gricelda@xxx.com

Attachments: Car\_Rentals (2 KB), Air\_Journeys (2 KB), Trip\_-\_Waco (3 KB)

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Outlook found new events



**Flight to Dallas**  
 American Airlines 1085  
 Confirmation Code: GTJGKK  
 1 hr 44 min

Departs: McAllen (MFE), Mon, Mar 17 5:00 AM  
 Arrives: Dallas (DFW), Mon, Mar 17 6:44 AM

Check in

Delete
Teams Meeting
Send to OneNote
Invite Attendees

Show As: Free
Reminder: None
Recurrence
Categorize

**Title** Trip Overview Summary

Start time: Mon 3/17/2025 12:00 AM  All day  Time zones

End time: Thu 3/20/2025 12:00 AM [Make Recurring](#)

Location:

ENTERPRISE – Rental car pick up

Traveler: CTM Test Traveler Miles

Rental car pick up: Monday, 03/17/2025 10:00 am  
 Car Type: Economy

Address:  
 7909 KARL MAY DR,  
 WACO, 76708-5572,  
 US  
 Phone: 254-755-8324

Confirmation: 1996170783COUNT