Booking Travel

How to Book Online

Book Online Using the Concur website

Booking online using the Concur website is Rowan University's preferred method of booking travel.

Book Online Using the Concur website

To book your trip in Concur:

1. From the Concur home page, select **Requests.**
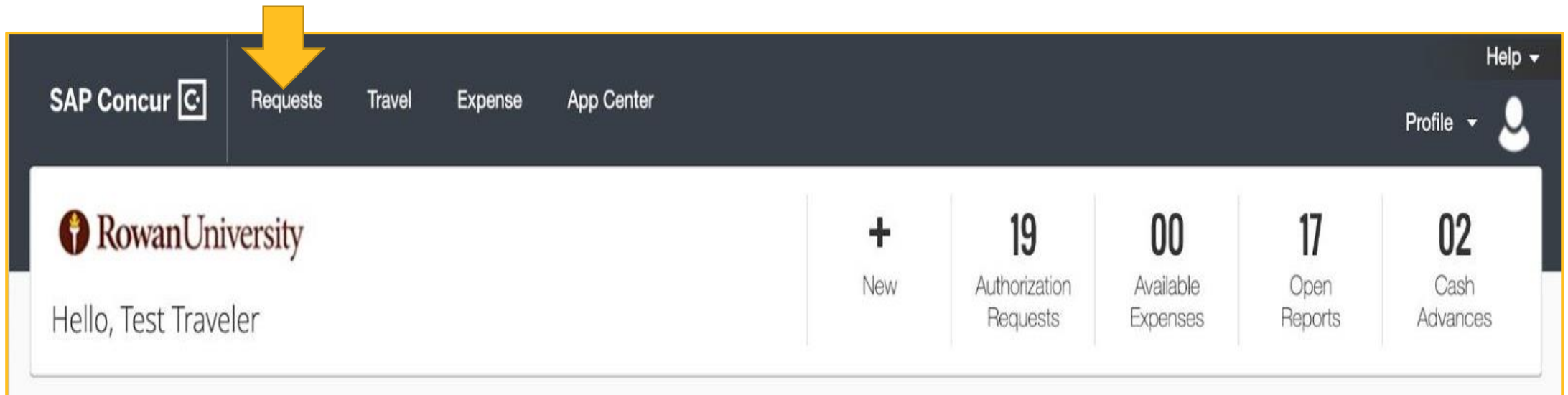
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To book your trip in Concur:

2. This will bring you to the Manage Requests page which lists all of your active Requests. Locate the Request you want to book travel for.

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To book your trip in Concur:

The Requests that have a status of **Pending on-line Booking** mean the Requests are approved and travel can be booked via Concur once you receive the approved Encumbrance #.

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To book your trip in Concur:

3. Select the **Request Name** or select **Book** under the action heading for the Request.

	⚠	ATD Conference	3744	Pending on-line Booking		05/01/2020	04/02/2020	$1,640.50	$0.00	$0.00	Book
						05/06/2020					

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To book your trip in Concur:

4. Your Travel Request will appear. Select **Book with Concur Travel.**

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To book your trip in Concur:

5. Your itinerary will populate with the information you provided in the Segments section of your Request. You may have to enter more information regarding your travel. **Select Proceed to Booking.**