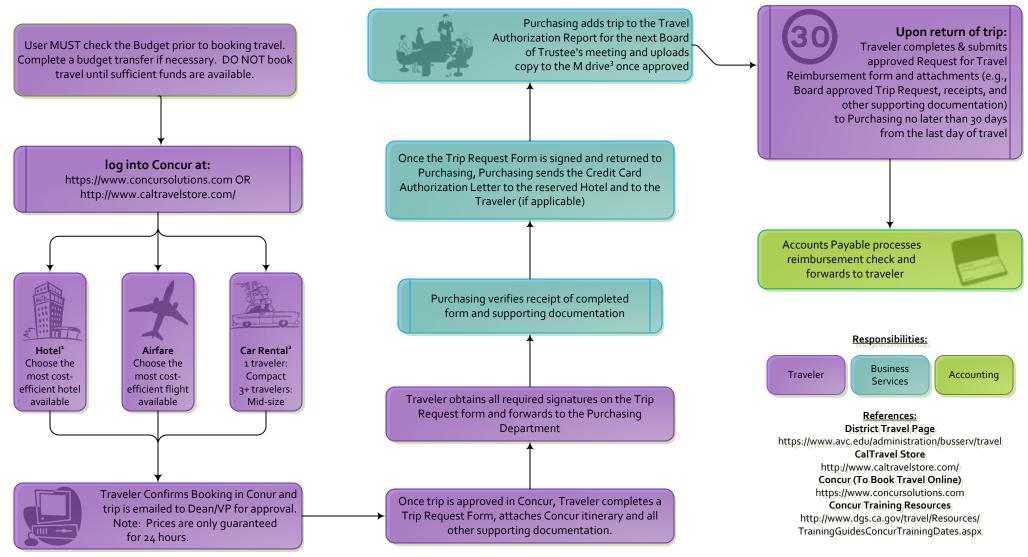


TRAVEL BOOKING PROCEDURES FOR CONCUR

EFFECTIVE - July 1, 2016



^a At this time, Concur does not have the ability to reserve hotels using a conference hotel reduced rate. Requester will need to make the reservation outside of the Concur system and hold the room using personal or Dean's/VP's credit card ("CC") to hold room. Requester may check the box in the Lodging section of the Trip Request Form for reimbursement. Alternatively, Requester may submit hotel's CC authorization form with Trip Request to Purchasing to submit District CC, thereby swapping CC used to hold room to District's CC for payment.

Reservations via phone may be easier for booking large room blocks for multiple travelers, 1-877-454-TRVL (8785).

²Car rentals are a reimbursable expense. The car rental company will request driver to provide the credit card reserved with, a valid Driver's License, and current proof of insurance. Type of rental must demonstrate to be economical and least expensive available. Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable. Please elect the insurance when renting a car.

³ Approved Trip Requests can be found on the M drive (M drive>Business Services Shared Data).