

UAF Travel

Friday's Tips, Tricks, & FAQ's

13 September 2019

Today's Concur Tips & Tricks: Travel to Request Integration

For last-minute or restricted-availability flights, it is possible to start a Request in TRAVEL. To do so, go directly to the booking tool, find the desired flight, and click 

1. The flight will be put on hold (CTM will charge the \$1.50 PNR fee).
2. A blank Request to fill out & submit will be initiated. The Request will only have the airfare expense that corresponds with the reserved flight. All other information should be completed by the traveler or delegate.
3. The Request will have an approval time limit (shown in red at the top of the Request) that corresponds with the amount of time the flight will be held.
4. If the Request is approved in time, the flight is ticketed (no further action to book is needed).
5. If the Request is not approved in time, the hold is cancelled. The Request can still be approved. But, the traveler must re-book from Request by clicking the Book link in the action column.

Hot Tip #1: If a traveler already has an approved Request for their trip, but accidentally generates a Request from the booking tool, the Request may still be approved so that the booking can be completed. The traveler would then return to the first approved Request to generate the expense report.

Hot Tip #2: If the traveler books from an approved Request, but is interrupted before completing the booking, the link to the Request may be broken. Subsequent attempts at booking may generate a new Request per this Travel-to-Request integration. When this happens, the traveler can follow the same steps in Hot Tip #1.

Please feel free to disseminate these tips and tricks to your travelers!
And, as always, reach out to us with any questions or concerns (uaf-concur-travel@alaska.edu).

Thank you for all that you do!