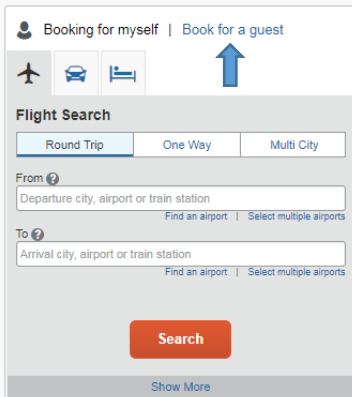


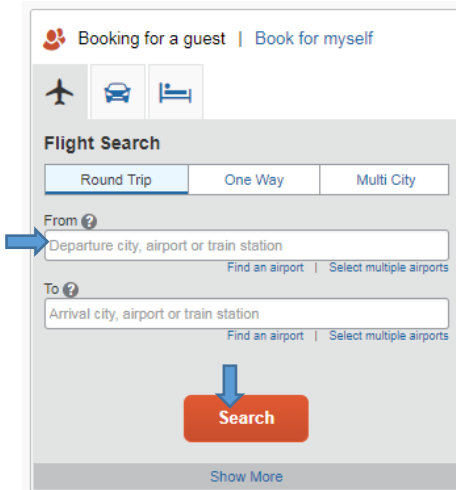
HOW-TO: BOOK FOR A GUEST – BOOK TRAVEL FOR NON-EMPLOYEES (NO ACTIVE HR RECORD)

1. In the travel search box, select Book for a guest.



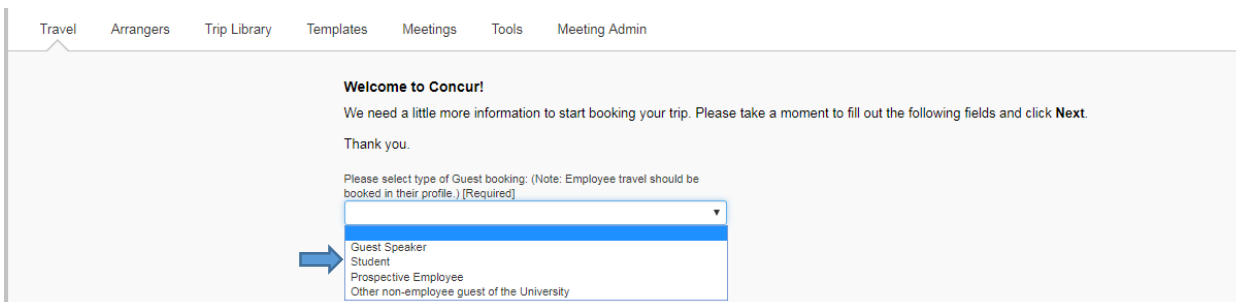
The screenshot shows the top navigation bar with 'Booking for myself' and 'Book for a guest' (highlighted with a blue arrow). Below are icons for flight, car, and hotel. The 'Flight Search' section has tabs for 'Round Trip', 'One Way', and 'Multi City'. There are two input fields: 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), each with a 'Find an airport' and 'Select multiple airports' link. A red 'Search' button and a 'Show More' link are at the bottom.

2. Enter in search criteria and select Search.



This screenshot shows the same flight search interface as above, but with a blue arrow pointing to the 'From' input field. The 'Search' button is highlighted with a blue arrow pointing down to it.

3. NOTE: Employee travel should not be booked through the guest booking feature. Employee travel should be booked in their profile. Select the type of non-employee guest. Select Next. Complete the booking process as usual.



The screenshot shows a navigation bar with 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Meetings', 'Tools', and 'Meeting Admin'. Below is a 'Welcome to Concur!' message: 'We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click Next. Thank you.' A required dropdown menu is labeled 'Please select type of Guest booking: (Note: Employee travel should be booked in their profile.) [Required]'. The dropdown menu is open, showing options: 'Guest Speaker', 'Student', 'Prospective Employee', and 'Other non-employee guest of the University'. A blue arrow points to the 'Guest Speaker' option.