THE Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

Concur Travel Training

"formerly known as Cliqbook"

04/06/2011

What is Concur?

- On-line travel booking tool.
- Software licensed through T&T.
- Uses the GDS (Global Distribution System).
- Similar features to Expedia, Orbitz and other on-line tools.
- Uses all airlines available.

When can I use Concur?

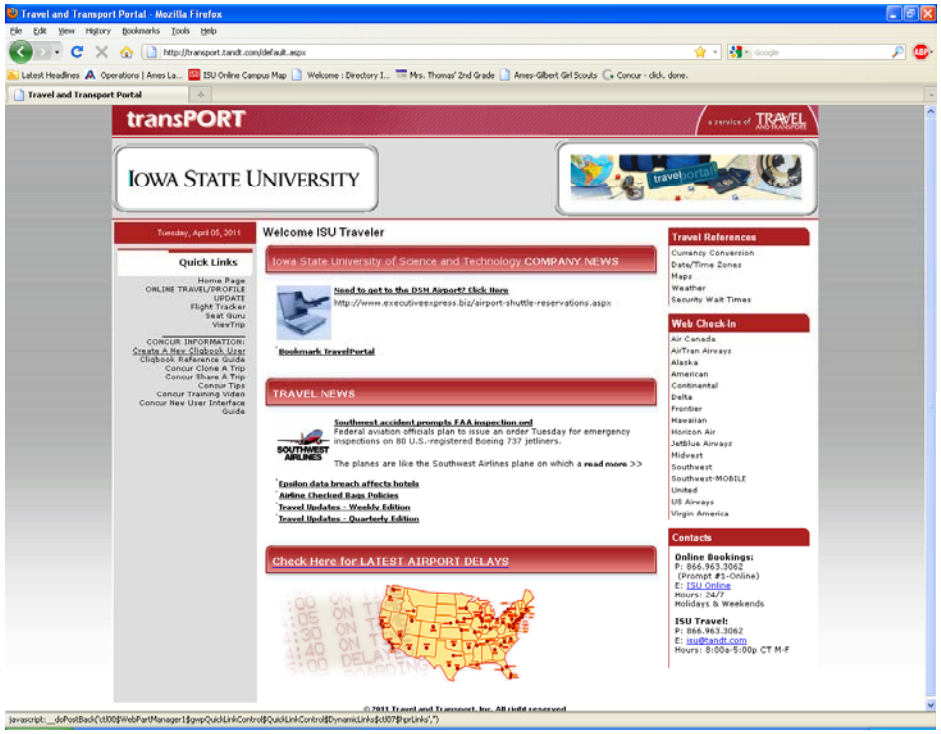
- Ames Laboratory or Iowa State travel.
- Concur is set-up to direct bill airline and car rental.
- Personal form of payment must be used to book other (hotel, taxi)
- **Cannot** be used for personal travel.
- **Cannot** be used for mixed personal and business travel.
- **Cannot** be used for one-way airport car rentals.
- **Should not** be used for foreign travel.'
- **Should be** used with caution for multi-leg trips.
- Follow Ames Lab travel policy for direct billing.

Profile

- Traveler and/or travel assistant must have an e-mail address that ends with ameslab.gov.
- Assistant administering travel needs a profile for log-in purposes.
- Travel assistant must be set-up under the traveler's profile in order to plan travel.
- *Travel will not be booked on Concur Travel until Ames Lab Travel Worksheet has been received and reviewed by the Travel Office.*

Profile

- Each travel using Concur must have profile.
- Call Travel Office (4-4488) for pin number.
- Profile set up at http://portal.tandt.com/isu



Profile

Travel and Transport Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://transport.tandt.com/default.aspx

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

Travel and Transport Portal

transPORT — a service of TRAVEL AND TRANSPORT

IOWA STATE UNIVERSITY

Tuesday, April 05, 2011

Quick Links

Home Page
ONLINE TRAVEL/PROFILE UPDATE
Flight Tracker
Seat Guru
ViewTrip

CONCUR INFORMATION:
Create A New Cliqbook User
Cliqbook Reference Guide
Concur Clone A Trip
Concur Share A Trip
Concur Tips
Concur Training Video
Concur New User Interface Guide

Welcome ISU Traveler

Iowa State University of Science and Technology COMPANY NEWS

Need to get to the DSM Airport? Click Here
http://www.executiveexpress.biz/airport-shuttle-reservations.aspx

Bookmark TravelPortal

TRAVEL NEWS

Southwest accident prompts FAA inspection ord
Federal aviation officials plan to issue an order Tuesday for emergency inspections on 80 U.S.-registered Boeing 737 jetliners.

The planes are like the Southwest Airlines plane on which a **read more** >>

- **Epsilon data breach affects hotels**
- **Airline Checked Bags Policies**
- **Travel Updates - Weekly Edition**
- **Travel Updates - Quarterly Edition**

Check Here for LATEST AIRPORT DELAYS

Travel References
Currency Conversion
Date/Time Zones
Maps
Weather
Security Wait Times

Web Check-In
Air Canada
AirTran Airways
Alaska
American
Continental
Delta
Frontier
Hawaiian
Horizon Air
JetBlue Airways
Midwest
Southwest
Southwest-MOBILE
United
US Airways
Virgin America

Contacts

Online Bookings:
P: 866.963.3062
(Prompt #1-Online)
E: ISU Online
Hours: 24/7
Holidays & Weekends

ISU Travel:
P: 866.963.3062
E: isu@tandt.com
Hours: 8:00a-5:00p CT M-F

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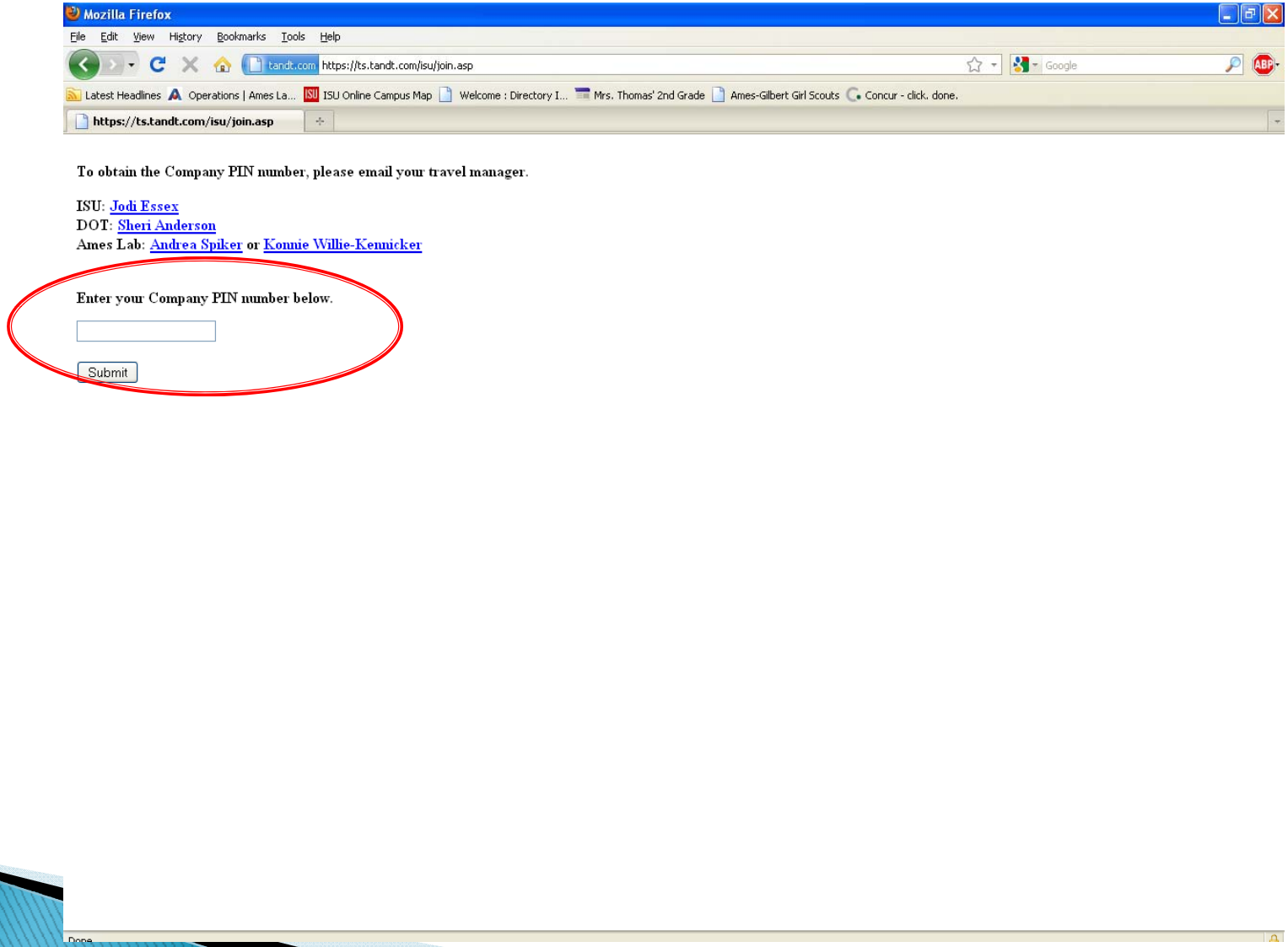
javascript:__doPostBack('ctl00$WebPartManager1$gwpQuickLinkControl$QuickLinkControl$DynamicLinks$ctl07$hprLinks','')

Profile


Mozilla Firefox
File Edit View History Bookmarks Tools Help
tandt.com https://ts.tandt.com/isu/join.asp
Google
Latest Headlines
Operations | Ames La...
ISU Online Campus Map
Welcome : Directory I...
Mrs. Thomas' 2nd Grade
Ames-Gilbert Girl Scouts
Concur - click. done.
https://ts.tandt.com/isu/join.asp
To obtain the Company PIN number, please email your travel manager.
ISU: Jodi Essex
DOT: Sheri Anderson
Ames Lab: Andrea Spiker or Konnie Willie-Kennicker
Enter your Company PIN number below.
Submit

Profile

User Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

outtask.com https://app2.outtask.com/registration/register_form.asp?regcode=IASTATE1858

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration

IOWA STATE UNIVERSITY

Welcome to Cliqbook!

This is a self-registration site for Iowa State University. Setting up a login and password is quick and easy. Please fill in the information requested below and take note of the following:

All new users must self-assign a login. It is recommended that you use your email address as the Cliqbook Login. Each traveler and travel arranger must have a login to arrange travel.

All new users must also self-assign a password. Passwords must be at **least 6 characters in length**. It cannot contain spaces.

Please memorize your login and password. Or, note them and keep in a secure location.

IF you travel for more than one division (ISU, DOT and AMES Lab) you will need to create a profile under each division.

Please fill out all fields. Typically, your Cliqbook Log-in should be the same as the first part of your email address (before the "@iastate.edu, @dot.iowa.gov or @ameslab.gov"). IF you are building a second profile for alternate divisions. Your login will still need to have the correct domain above for that division, you can enter your email address as your normal email.

Account Information

Concur Login [ ] @ Choose a domain...

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name [ ]

Middle Name [ ]

Last Name [ ]

Rule Class ISU

Work Email Address [ ] @ Choose a domain...

Work Phone [ ]

Home Phone* [ ]

Home Address

no p.o. boxes please

Street Address 1* [ ]

Street Address 2* [ ]

City* [ ]

Country* [ ]

State, Province, Region* [ ]

Zip/Postal Code* [ ]

Configuration Settings

Time Zone (GMT-06:00) Central Time (US & Canada

Done

Profile

User Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

outtask.com https://app2.outtask.com/registration/register_form.asp?regcode=IASTATE1858

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

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Please fill out all fields. Typically, your Cliqbook Log-in should be the same as the first part of your email address (before the "@iastate.edu, @dot.iowa.gov or @ameslab.gov"). IF you are building a second profile for alternate divisions. Your login will still need to have the correct domain above for that division, you can enter your email address as your normal email.

Account Information

Concur Login @ Choose a domain...

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name
Middle Name
Last Name
Rule Class ISU
Work Email Address @ Choose a domain...
Work Phone
Home Phone*

Home Address

no p.o. boxes please

Street Address 1*
Street Address 2*
City*
Country*
State, Province, Region*
Zip/Postal Code*

Configuration Settings

Time Zone (GMT-06:00) Central Time (US & Canada
Date Format M/D/Y

Submit Reset

*Optional

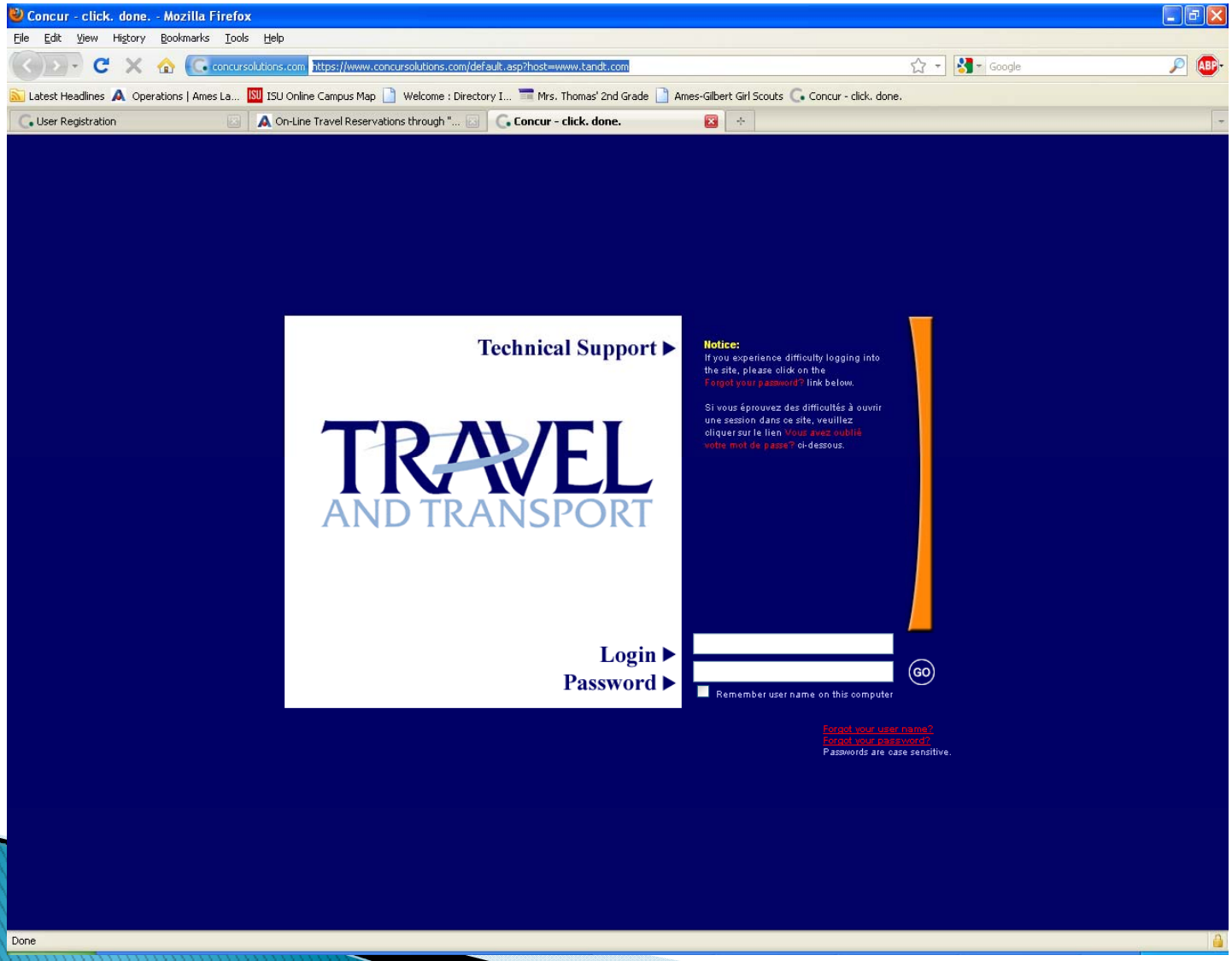
Please remember to review and update your travel profile before attempting to arrange travel.
This can be done by clicking on **My Travel Profile** from the Travel Home page.

If you have any difficulties registering, please contact ISU Online Help Desk at **866.963.3062 (Prompt #1) or email isuonline@tandt.com** for assistance.

Done

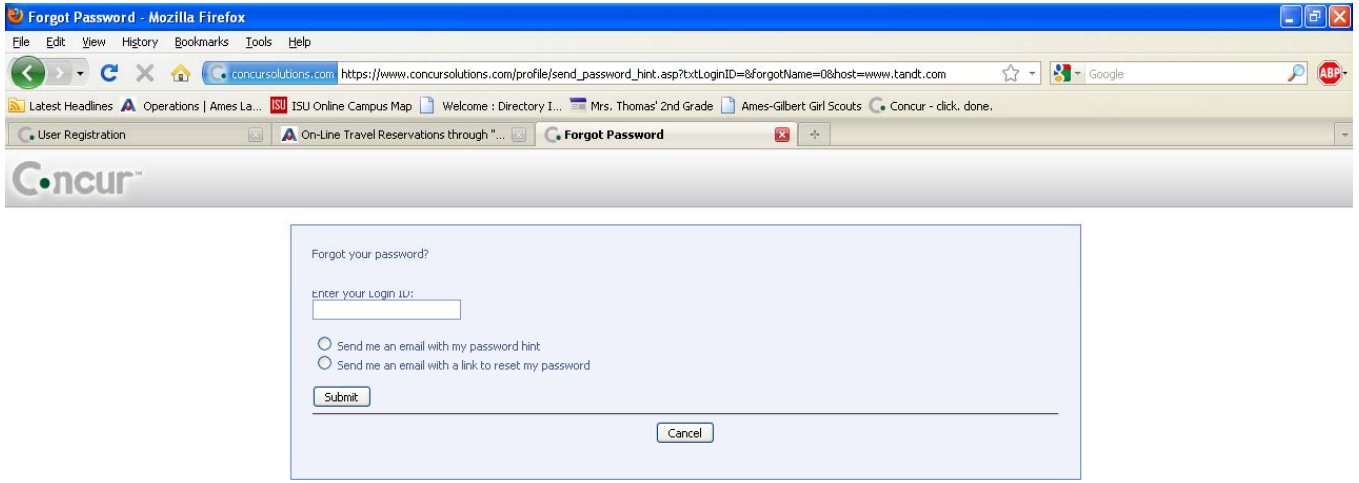
Logging into Concur

https://www.concursolutions.com/default.asp?host=www.tandt.com



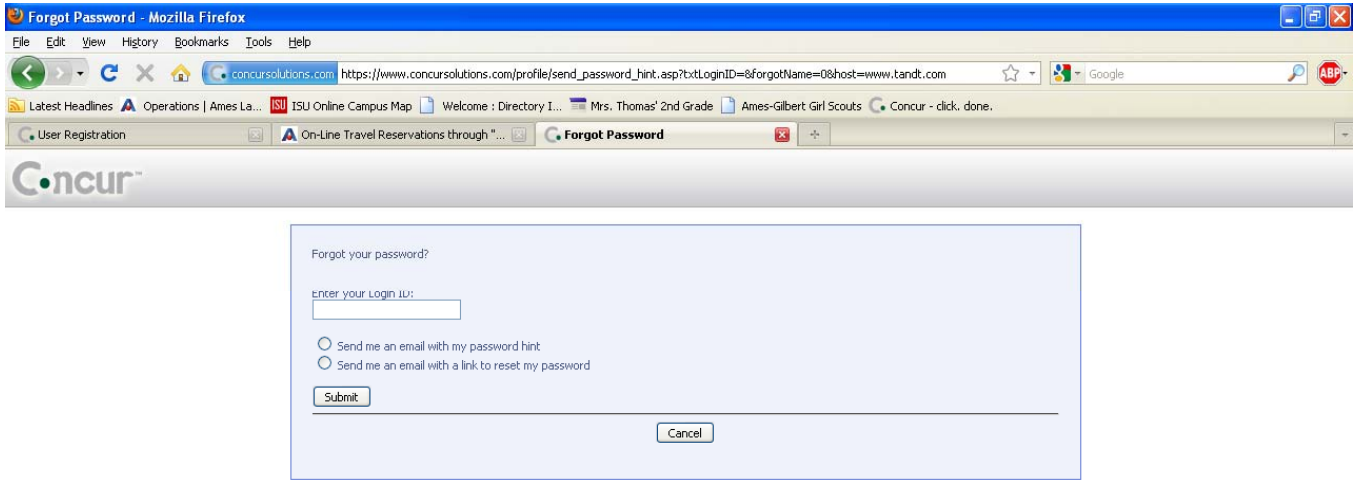
Logging into Concur

https://www.concursolutions.com/default.asp?host=www.tandt.com



Logging into Concur

https://www.concursolutions.com/default.asp?host=www.tandt.com



Logged In – Home Page

Travel Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelhome.asp

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration | On-Line Travel Reservations through "... | Travel Center

Welcome, Andrea Lynn Spiker

Help | Log Out

TRAVEL AND TRANSPORT

IOWA STATE UNIVERSITY

Travel | Reporting | Administration | Profile

Home | Arrangers | Trip Library | Templates | Policy | Profile | Tools

You are administering travel for: Me | Search

Get the Latest Mobile Features Now!

Check App Stores for Current Versions

Flight | Car | Hotel | Taxi | Flight Status

To refresh your list of unused tickets, click on the profile link in the header bar and click save in your profile. The list will also refresh when you start an air search.

ISU's preferred air carriers are Delta and Continental

Round Trip | One Way | Multi-Segment

Departure City: DSM - Des Moines Municipal Airport - Des Moines, IA

Select nearby airports

Arrival City:

Select nearby airports

Departure: depart | 9:00am | ± 3

Return: depart | 5:00pm | ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Search flights by: Price | Schedule

Search

Company Notes | Travel Map | Upcoming Trips | Trips Awaiting Approval

IOWA STATE UNIVERSITY

Welcome to AMES Labs Online Reservation System.

This site is for Business travel only.

Resources:

- Web Check-in's
- Cliqbook Training Video
- Cliqbook Tips Document
- Cliqbook Quick Reference Guide
- Cliqbook "How To" Share a Trip
- Cliqbook "How To" Clone a Trip
- ISU Travel Policy

Assistance:

P: 866.963.3062 (Prompt #1)

E: isuonline@tandt.com

Hours: 24/7 M-F, Holidays & Weekends

Done

Updating Profile

Profile Options - Mozilla Firefox

File Edit View History Bookmarks Tools Help

concursolutions.com https://www.concursolutions.com/profile/profile_user.asp

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User Registration | On-Line Travel Reservations through "... | Profile Options

Welcome, Andrea Lynn Spiker

Help | Log Out

TRAVEL AND TRANSPORT

IOWA STATE UNIVERSITY

Travel | Reporting | Administration | Profile

Personal Information | Change Password | System Settings | Mobile Registration | Travel Vacation Reassignment | System E-Mail Settings

My Profile

Your Information
- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

Travel Settings
- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Other Settings
- System Settings
- Change Password
- Privacy Statement
- System E-mail Settings
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

Travel Preferences
Carrier, Hotel, Rental Car and other travel-related preferences.

System E-Mail Settings
Change parameters for automated system E-Mails.

Mobile Registration
Set up PIN to access Concur for mobile on your BlackBerry or Windows Mobile Device

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Change Password
Change your password.

https://www.concursolutions.com/profile/ProfileUserChangePassword.asp

Profile

Birthdate/Gender – TSA Requirement

My Profile - Mozilla Firefox

File Edit View History Bookmarks Tools Help

concursolutions.com https://www.concursolutions.com/profile/PersonalProfile.asp

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration | On-Line Travel Reservations through "... | My Profile

Ames | IA | 50014

Country: United States of America

Save

Contact Information Go to top

Work Phone [Required**]: 515-294-6738
Work Extension:
Work Fax: 515-294-6166
2nd Work Phone/Remote Office:
Home Phone [Required**]: 515-450-5408
Pager:
Other Phone:
Mobile Phone: 515-450-3113

Mobile Carrier: Verizon PCS (@myvzw.com) Send Test Message

**You must specify either a home phone or a work phone.

Please check which of the following e-mail addresses to use to contact you regarding travel arrangements.

E-Mail Addresses

E-mail 1 [Required**]: spiker@ameslab.gov

E-mail 2:

E-mail 3: kkennick@ameslab.gov

Save

Emergency Contact Go to top

Name: A.J. Spiker
Relationship: Spouse

Street: 1019 Gaskill Drive

Address same as employee

City: Ames
State, Province, Region: IA
Zip/Postal Code: 50014

Country: United States of America
Phone: 515-450-5408
Alternate Phone: 515-450-3110

Save

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA | Government | Military | Senior/AARP

Air Travel Preferences

Seat: Window
Row: Front
Special Meals: Regular Meal
Ticket Delivery: E-ticket when possible

https://www.concursolutions.com/profile/PersonalProfile.asp#HomeAddress

Logged In – Booking a Trip

Travel Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelhome.asp

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration | On-Line Travel Reservations through "... | Travel Center

Welcome, Andrea Lynn Spiker

Help | Log Out

TRAVEL AND TRANSPORT

IOWA STATE UNIVERSITY

Travel | Reporting | Administration | Profile

Home | Arrangers | Trip Library | Templates | Policy | Profile | Tools

You are administering travel for: Me | Search

Get the Latest Mobile Features Now!

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Flight | Car | Hotel | Taxi | Flight Status

To refresh your list of unused tickets, click on the profile link in the header bar and click save in your profile. The list will also refresh when you start an air search.

ISU's preferred air carriers are Delta and Continental

Round Trip | One Way | Multi-Segment

Departure City: DSM - Des Moines Municipal Airport - Des Moines, IA

Select nearby airports

Arrival City

Select nearby airports

Departure: depart | 9:00am | ± 3

Return: depart | 5:00pm | ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Search flights by: Price | Schedule

Search

Company Notes | Travel Map | Upcoming Trips | Trips Awaiting Approval

IOWA STATE UNIVERSITY

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- ISU Travel Policy

Assistance:

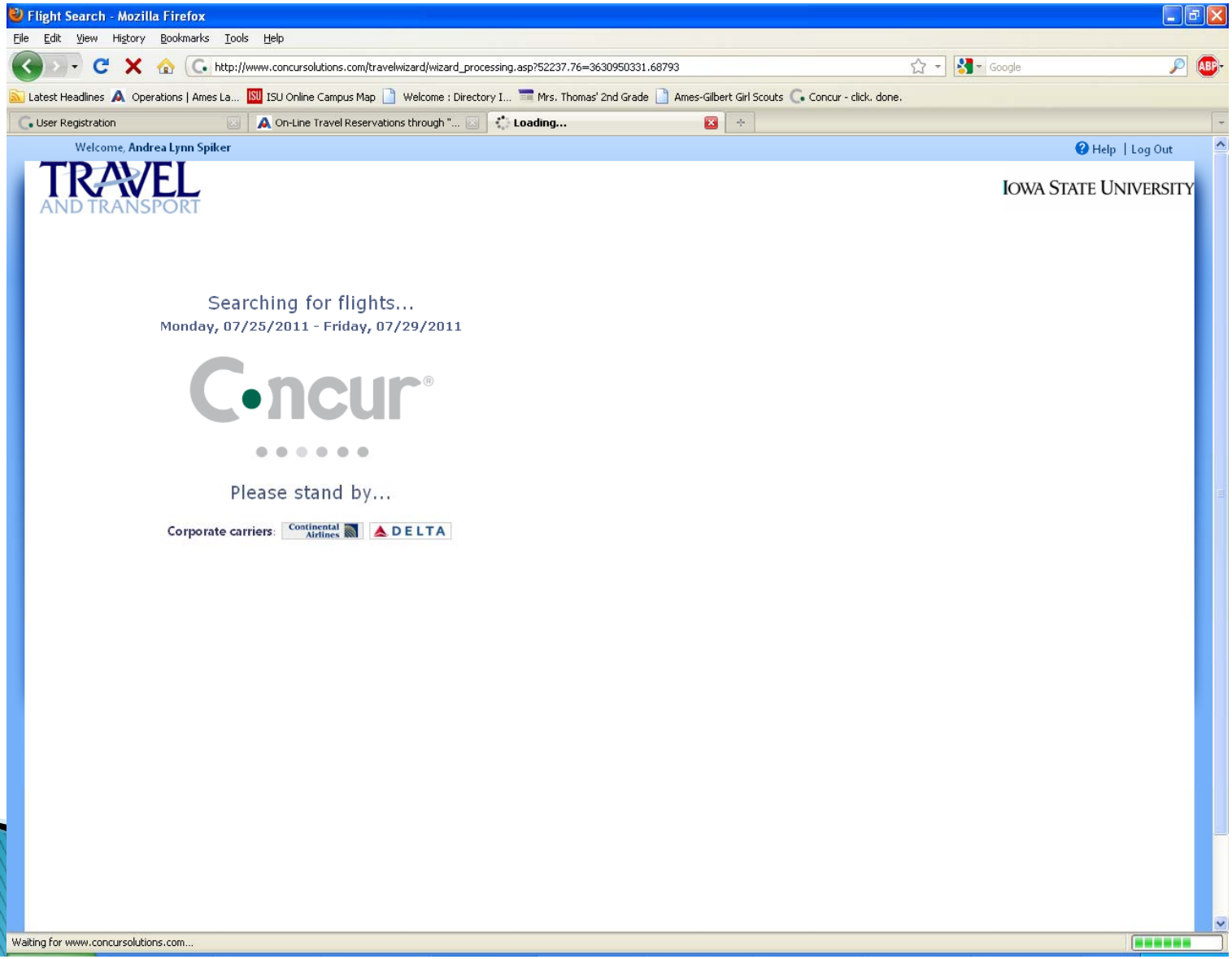
P: 866.963.3062 (Prompt #1)

E: isuonline@tandt.com

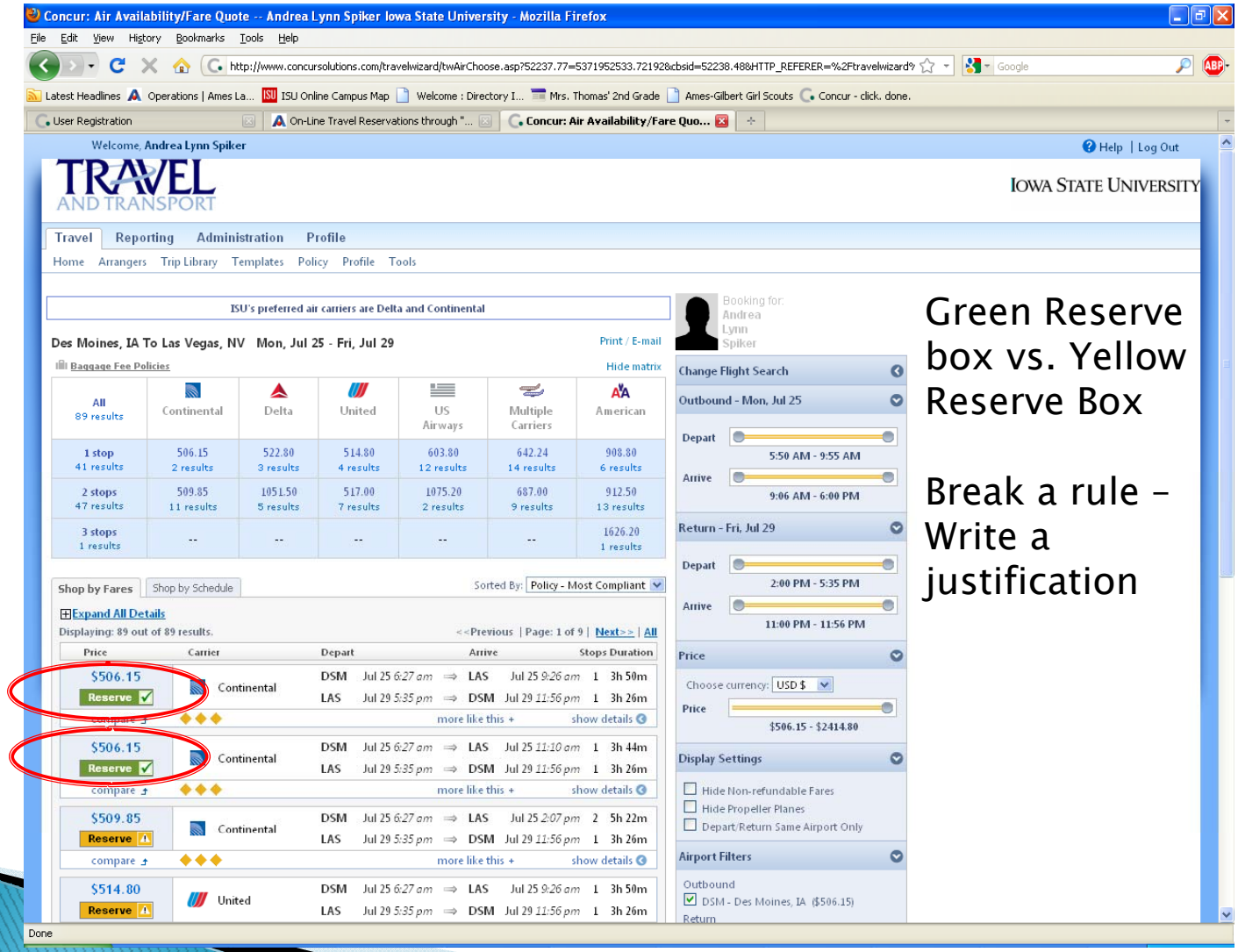
Hours: 24/7 M-F, Holidays & Weekends

Done

Logged In – Booking a Trip



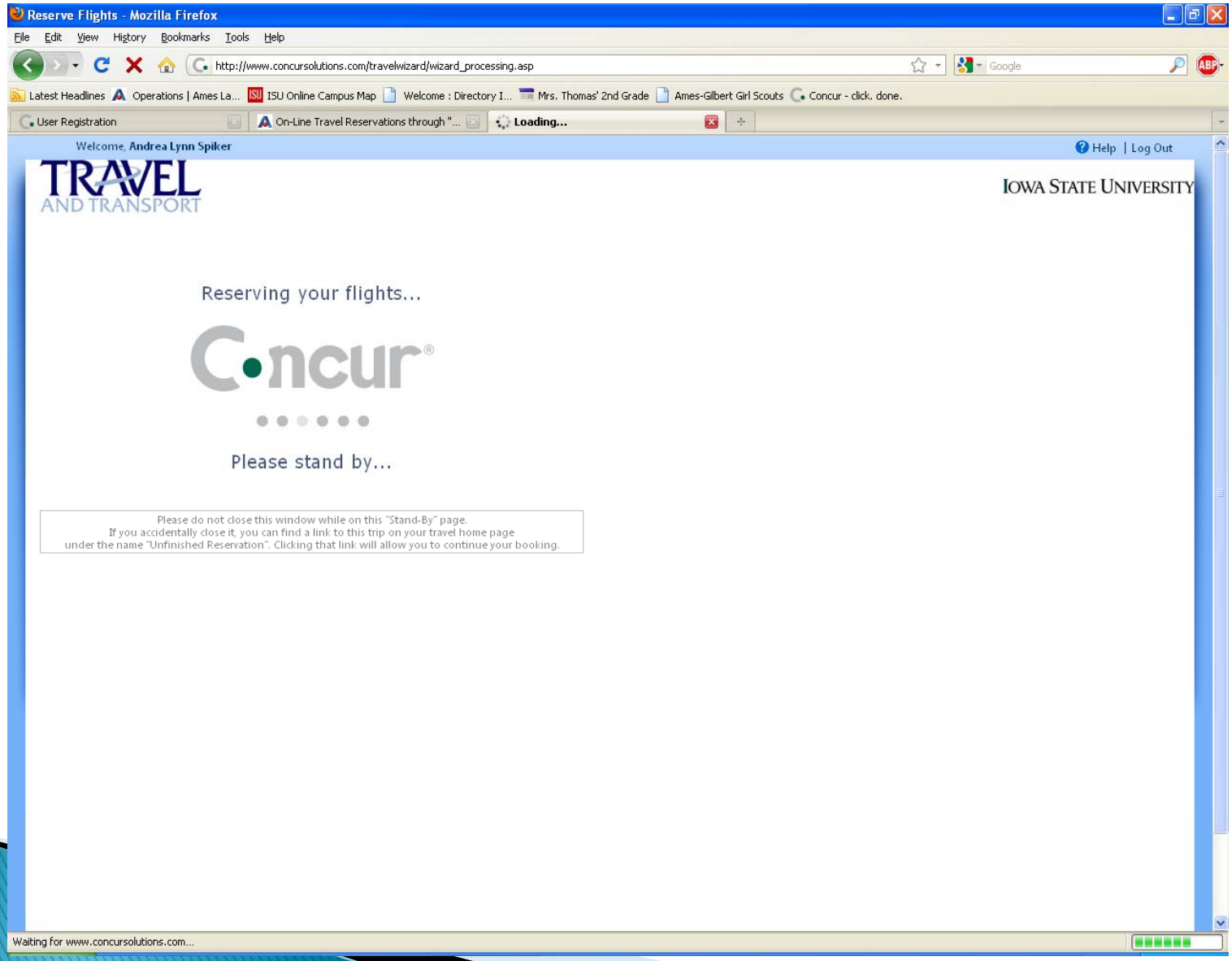
Available Flights



Green Reserve box vs. Yellow Reserve Box

Break a rule – Write a justification

Reserve a Flight



Reserve a Flight

Concur: Travel Wizard -- Andrea Lynn Spiker Iowa State University - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelwizard/twShowTrip.asp?52427.28=2359959125.5188&cbsid=52427

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-G

User Registration | On-Line Travel Reservations through "... | Concur: Travel Wizard -- Andrea ...

Welcome, Andrea Lynn Spiker

TRAVEL AND TRANSPORT

Travel Details

Booking for: Andrea Lynn Spiker

Print

Trip from Des Moines to Las Vegas — Jul 25 - Jul 29

Trip Record Locator: MQ27XS Created on: 04/05/2011 at 2:34 PM

Passengers: Spiker, Andrea Lynn.

Air Frequent Flyer Number: UA - 03169051320

Change frequent flyer program

Monday Jul 25, 2011

Air

Des Moines, IA (DSM) to Denver, CO (DEN)

Jul 25 — Continental 6633 — Duration: 1 hour, 50 minutes Nonstop

Change This Leg

Operated by: United

Des Moines (DSM) : 6:27 AM — Denver (DEN) : 7:17 AM

Confirmation Number: CR4QWN — Status: Confirmed

Air Frequent Flyer Number: UA-03169051320;

Flight Information

Aircraft: Airbus A319 — Distance: 589 miles

E-Ticket

Cabin: Economy (T) — Seat: 08A(Confirmed) Change Seat

Connecting at Denver, CO (DEN) to Las Vegas, NV (LAS)

Jul 25 — Continental 6845 — Duration: 2 hours Nonstop

Operated by: United

Denver (DEN) : 8:26 AM — Las Vegas (LAS) : 9:26 AM

Terminal: 1

Confirmation Number: CR4QWN — Status: Confirmed

Air Frequent Flyer Number: UA-03169051320;

Flight Information

Aircraft: Airbus A319 — Distance: 625 miles

E-Ticket

Cabin: Economy (T) — Seat: 08A(Confirmed) Change Seat

Done

Concur: Travel Wizard -- Andrea Lynn Spiker Iowa State University - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelwizard/twShowTrip.asp?52427.28=2359959125.5188&cbsid=52427.

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gil

User Registration | On-Line Travel Reservations through "... | Concur: Travel Wizard -- Andrea ...

Air Frequent Flyer Number: UA-03169051320;

Flight Information

Aircraft: Canadair Jet — Distance: 625 miles

E-Ticket

Cabin: Economy (T) — Seat: 03A(Confirmed) Change Seat

Connecting at Denver, CO (DEN) to Des Moines, IA (DSM)

Jul 29 — Continental 6880 — Duration: 1 hour, 36 minutes Nonstop

Operated by: United

Denver (DEN) : 9:20 PM — Des Moines (DSM) : 11:56 PM

Confirmation Number: CR4QWN — Status: Confirmed

Air Frequent Flyer Number: UA-03169051320;

Flight Information

Aircraft: Airbus A318/321 — Distance: 589 miles

E-Ticket

Cabin: Economy (T) — Seat: 08A(Confirmed) Change Seat

Add: Car Hotel

Air — View Fare Rules

Airfare quoted amount:	$431.02 USD
Taxes and fees:	$75.13 USD
Total Estimated Cost :	$506.15 USD

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

Remarks :

```
CHECKED BAGGAGE POLICIES VARY BY AIRLINE
FEES MAY APPLY-FOR DETAILS GO TO WWW.TANDT.COM/BAGGAGE
....
TRAVEL AND TRANSPORT WORKS AS AN AGENT OF THE SUPPLIER.
MONIES THAT YOU PAY TO TRAVEL AND TRANSPORT FOR A TRAVEL
SUPPLIER BOOKING IMMEDIATELY BECOME THE PROPERTY OF THAT
SUPPLIER AND TRAVEL AND TRANSPORT CANNOT REFUND YOUR
MONEY WITHOUT RECEIVING PRIOR AUTHORIZATION FROM THE
SUPPLIER OR THE BANKRUPTCY COURT IF APPLICABLE TO DO SO.
....
```

Itinerary generated on 04/05/2011 at 2:34 PM

If you close at this point your reservation will be cancelled.

<< Previous | Next >> | Cancel

Done

Holding Your Trip

Concur: Travel Wizard -- Andrea Lynn Spiker Iowa State University - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelwizard/twTripDetails.asp?52447.21=3870543837.5473

Latest Headlines | Operations | Ames La... | ISU Online Campus Map | Welcome : Directory I... | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration | On-Line Travel Reservations through "... | Concur: Travel Wizard -- Andrea ...

Welcome, Andrea Lynn Spiker

Help | Log Out

TRAVEL AND TRANSPORT

IOWA STATE UNIVERSITY

Trip Booking Information

Booking for: Andrea Lynn Spiker

You MUST click HOLD TRIP at the bottom of the page. A copy of your itinerary will be sent to Konnie Kennecker to acquire your TA#. She will complete your trip adding your TA# and approving it.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your calendar
Trip from Des Moines to Las Vegas

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee

Send a copy of the confirmation to:

Send my email confirmation as
HTML Plain-text

University Travel Requisition Number (3-5numeric) [Required]

You may HOLD this reservation until: 04/06/2011 11:30 PM Central

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation will be cancelled.

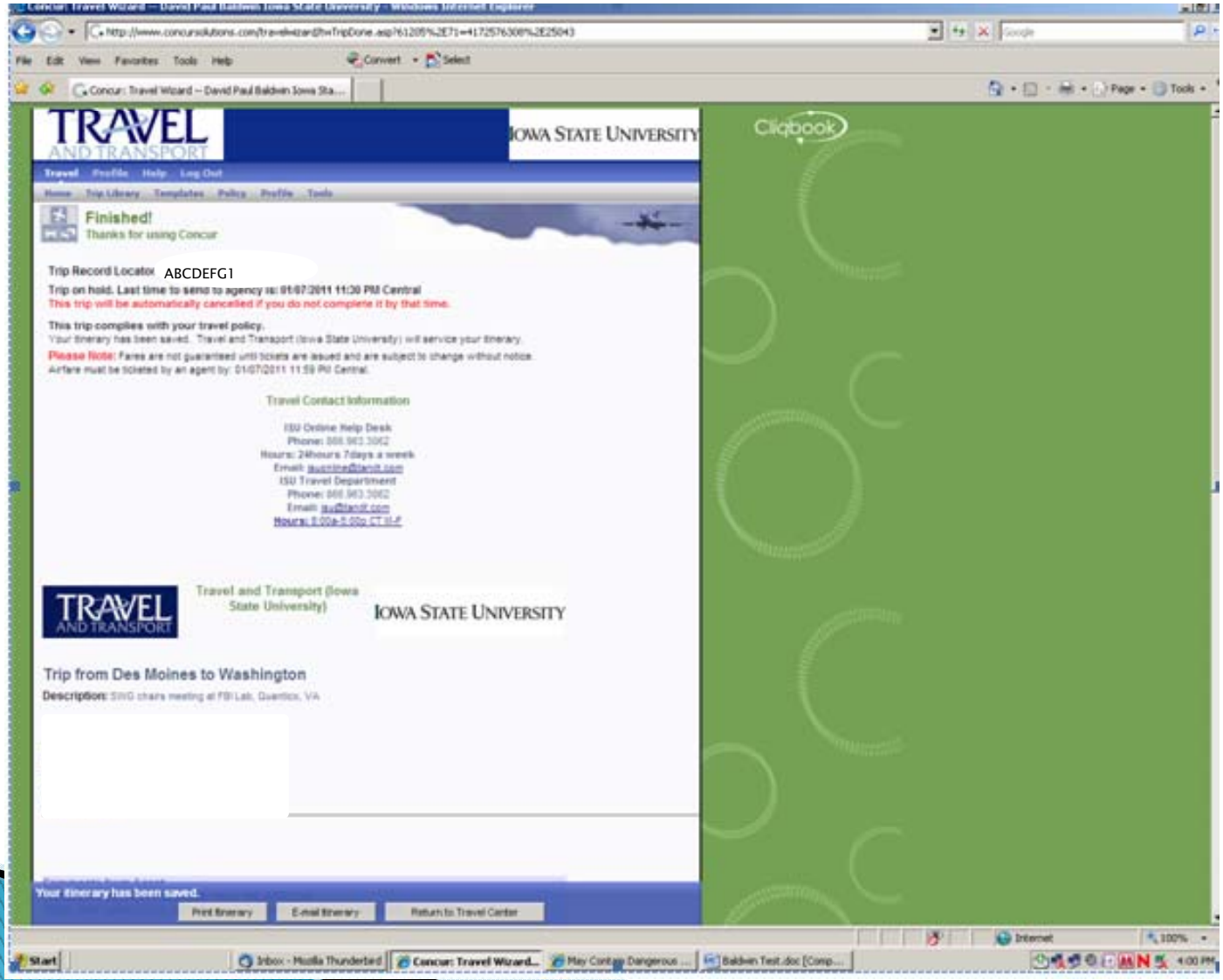
Display Trip | Hold Trip | << Previous | Next >> | Cancel

Done

You must click "HOLD TRIP"

Once travel worksheet is approved, Travel Office will complete reservation, put in EA#. Traveler will receive an e-mail notice.

Holding Your Trip



IMPORTANT:

- Holding the trip reserves the seat, not the price.
- Get your travel worksheet turned in ASAP after holding the trip. (before 3 p.m.)
- *Travel will not be booked until the Travel Office has received a completed Travel Worksheet.*
- Car rental exception request should be completed and approved by PD before trip is approved.

E-mail Notices

- Trip is On Hold
- Itinerary Notice
- Approval E-mail
- Final Itinerary
- EA Information

from Concur Travel <TravelWizard@concursolutions.com>
subject **Trip is on hold: TRIP FROM DES MOINES TO SAN FRANCISCO**
to You, Konnie Willie-Kennicker

reply | reply all | forward | archive | junk | delete
3/17/2011 4:08 PM
other actions

TRAVEL AND TRANSPORT
Travel and Transport (Iowa State University)
IOWA STATE UNIVERSITY

Trip from Des Moines to San Francisco Apr 25 - Apr 28
Description: Purchasing Manager's Meeting 4/26-4/27
Trip Record Locator: LW6X4G **Created on:** 03/17/2011 at 5:08 PM

Passengers: Spiker, Andrea Lynn.
This trip will be automatically cancelled if you do not complete it before the deadline.

Monday Apr 25, 2011

Air

Des Moines, IA (DSM) to Denver, CO (DEN)

Apr 25	Continental 7799	**Duration:** 1 hour, 55 minutes Nonstop
	Operated by: United	
	Des Moines (DSM) : 1:14 PM	**Denver (DEN) :** 2:09 PM
	Confirmation Number: AKFZ6M	**Status: Confirmed**

DSM-SFO.ics SFO-DSM.ics

Unread: 0

from Approval Queue <ApprovalDaemon@concursolutions.com>
subject **Your request 'Trip from Des Moines to San Francisco ' was approved.**
to You, Konnie Willie-Kennicker, kkennicker@icsmail.net

reply | reply all | forward | archive | junk | delete
3/17/2011 4:10 PM
other actions

Your request 'Trip from Des Moines to San Francisco ' was approved.
Approved on Thursday, March 17, 2011 at 4:10 PM Central Time by: Konnie Jo Willie-Kennicker Comments: Order on EA# 05438 for Andrea Spiker

This is a system-generated email. Please do not reply.

from Krista Danielson <kdanielson@ameslab.gov>
subject **EA05438 Berkeley, CA, 4-25-2011 Andrea Spiker**
to You

reply | forward | archive | junk | delete
3/22/2011 3:26 PM
other actions

EA05438 Berkeley, CA, 4-25-2011 Andrea Spiker

Krista Danielson <kdanielson@ameslab.gov>
Purchasing & Travel Office Assistant
Purchasing, Property, & Travel
Ames Laboratory

AL Travel Exp Voucher.xls 20110425,EA...a,20108.pdf

Unread: 0

Trip Approval

Travel Center - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.concursolutions.com/travelhome.asp

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User Registration | On-Line Travel Reservations through "... | Travel Center

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Company Notes | Travel Map | Upcoming Trips | Trips Awaiting Approval

You have no trips to approve.

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To refresh your list of unused tickets, click on the profile link in the header bar and click save in your profile. The list will also refresh when you start an air search.

ISU's preferred air carriers are Delta and Continental

Round Trip | One Way | Multi-Segment

Departure City DSM

DSM - Des Moines Municipal Airport - Des Moines, IA

Select nearby airports

Arrival City

Select nearby airports

Departure depart 9:00am ± 3

Return depart 5:00pm ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Search flights by: Price | Schedule

Search

Done

Trip Approval

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Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Des Moines to San Francisco *Purchasing Manager's Meeting 4/26-4/27*		Ticketed	04/25/2011	04/28/2011

Flight | Car | Hotel | Taxi | Flight Status

To refresh your list of unused tickets, click on the profile link in the header bar and click save in your profile. The list will also refresh when you start an air search.

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Round Trip | One Way | Multi-Segment

Departure City: DSM - Des Moines Municipal Airport - Des Moines, IA

Select nearby airports

Arrival City:

Select nearby airports

Departure: depart 9:00am ± 3

Return: depart 5:00pm ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Search flights by: Price | Schedule

Search

Done

Travel Website

On-Line Travel Reservations through "Concur Travel" | Ames Laboratory - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.ameslab.gov/operations/travel/cliqbook-line-booking-tool

Latest Headlines | Operations | Mrs. Thomas' 2nd Grade | Ames-Gilbert Girl Scouts | Concur - click. done.

User Registration | On-Line Travel Reservations thro... | Travel Center

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Home » Operations » Travel » On-Line Travel Reservations through "Concur Travel"

On-Line Travel Reservations through "Concur Travel"

View | Edit

What is Concur Travel (formerly known as Cliqbook)?

- Concur Travel is an on-line booking tool. Concur Travel is independent of Travel and Transport and it is a software that Travel and Transport has a software license with as a part of the Travel contract with Iowa State University. Concur Travel uses the GDS (Global Distribution Systems).
- Concur Travel should provide a more extensive flight search than other similar on-line travel websites such as Orbitz, Expedia, etc.
- Since Concur Travel is contracted through T&T, it allows Laboratory travelers to direct bill airfare and rental car arrangements. Lodging must be paid for by the traveler and then reimbursed.

Login to Concur Travel

Concur Travel Training and Requirements:

- The traveler must have a profile before he/she can use Concur Travel. Profiles can be set-up via http://portal.tandt.com/isu. Call travel office (4-4488 or 4-1780) for the pin number.
- Traveler and/or travel assistant must have an e-mail address that ends with ameslab.gov. The e-mail address is used for the log-in and uniquely identifies if the person is traveling with Ames Laboratory or Iowa State University and bills the institution according to e-mail address.
- If an assistant is administering travel, they must also have a profile. The traveler must also designate them as a travel administrator.
- Travel will not be booked on Concur Travel until Ames Lab Travel Worksheet has been received and reviewed by the Travel Office.
- Concur Travel is set-up to direct bill the Laboratory. Travelers may not use Concur Travel for personal travel.
- Lodging will not be direct-billed to the Laboratory. If traveler wants to book a hotel via Concur Travel, a personal credit card must be given to reserve/book the room.

Concur Travel may not be used for:

- Persons who are not traveling for official business with Ames Laboratory or Iowa State University.
- One-way car rentals to and from the airport. Those must be booked separately through Enterprise or through Ames Lab travel office.
- For car rentals when any personal time is included with the trip. If traveler has personal time built into the trip, the car rental must be billed to the traveler and then reimbursed by the Laboratory. Car rental arrangements can be made via Enterprise website or by calling a T&T agent.

Concur Travel Training Resources:

- Training Video (approx. 20 minutes)
- Quick Start Guide
- Quick Reference Guide

Travel

- Airfare and Airports
- Foreign Travel
- Forms
- Frequently Asked Questions (FAQs)
- On-line Travel Reservation Tool
- Personnel
- Rental Vehicles
- Travel Policy
- Travel Resources

Travel News

March 1st, 2011
Measles Watch

February 11th, 2011
Mexico Robberies

January 19th, 2011
Mileage Reimbursement Changes

October 14th, 2010
Canada Travel from United States

View All News

spiker

Ames Lab Homepage

Done

Conclusion

- Concur Travel is not for ALL travel.
- Should use caution when booking multi-leg trips.
- $9 on-line fee. $30.50 to call T&T.
- 24-hour help desk #: $15 per call.
- May incur multiple booking fees/baggage handling fees due to ISU disc./airline contracts.
- If only booking car/hotel, use alternative to Concur.

Questions?

- Frequently Asked Questions

- If you have questions, please contact us! (4-4488) or (4-6738)
- We will make updates to the Website often.

Thank you!!

IN THE EVENT OF A SUDDEN LOSS OF CABIN PRESSURE, AN OXYGEN MASK WILL DROP FROM THE COMPARTMENT ABOVE YOUR HEAD. FOR $15.00 YOU CAN ACTIVATE IT.....