Decision Chart: Booking Travel for Someone Else

Is the UW employee completing the booking on behalf of the traveler?

YES,
UW employee has traveler’s information and desired itinerary and will book on their behalf

Concur Online Booking
$6.00

Is the UW employee booking another employee or a non-employee (student, guest, etc.)

Another Employee - Employee must grant permission for someone to book on their behalf in their Concur profile

Non-Employee (student, guest, etc.) - Employee may book for non-employee using Concur “Book for a guest” feature

Travel Agency Booking
$31.50 domestic
$41.50 Int’l

Is the UW employee booking another employee or a non-employee (student, guest, etc.)

Another Employee - Employee must have a completed Concur profile for the travel agency to reference

Non-Employee (student, guest, etc.) - Employee must have their own completed Concur profile and then the agency will book for their non-employee traveler

How many airline tickets will be purchased?

1-19 total airline tickets, or a low volume over time, such as interviewee travel, student travel or guest speaker travel

One-Time Individual Booking Request Form
$31.50 domestic
$41.50 Int’l

20 or more airline tickets, usually for a specific event such as graduate school recruiting, conference, board meeting

Custom Booking Solution
$120+ set-up fee
$31.50 domestic
$41.50 Int’l

NO,
UW employee would like the traveler(s) to work directly with the travel agency

Travel Agency Booking
$31.50 domestic
$41.50 Int’l

Is the UW employee booking another employee or a non-employee (student, guest, etc.)

Another Employee - Employee must have a completed Concur profile for the travel agency to reference

Non-Employee (student, guest, etc.) - Employee must have their own completed Concur profile and then the agency will book for their non-employee traveler
## Overview and Comparison – Booking Travel for Someone Else

<table>
<thead>
<tr>
<th>Concur “Book for a guest”</th>
<th>Travel Agency Booking</th>
<th>One-Time Individual Booking Request Form</th>
<th>Custom Booking Solution (CBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator books in Concur using ‘Book for a guest’ functionality</td>
<td>Coordinator calls Fox to book on behalf of guest</td>
<td>Requests for 1-19 travelers, or low volume over time to</td>
<td>Ticketing and policy for 20 or more travelers that establishes a single booking code to provide to all travelers in the specific group</td>
</tr>
<tr>
<td>Lowest cost option, Online fee = $6.00 for a domestic or international reservation</td>
<td>Coordinator must have their own Concur profile to be able to call Fox to book</td>
<td>Entirely automated; Immediately creates a booking request and avoids CBS set-up fees</td>
<td>Intended for specific events or use cases within a defined start and end date</td>
</tr>
<tr>
<td>Should be used when coordinator wants to book online on behalf of the guest</td>
<td>This method should be used when the coordinator wants to book for the traveler and the traveler would not have any contact with Fox</td>
<td>A new form must be completed and submitted for each travel request</td>
<td>Travel coordinators complete the CBS request specifying parameters and policies that all travelers</td>
</tr>
<tr>
<td>This is the only option to book non-employee travel online</td>
<td>Coordinator must collect and enter all information from the traveler</td>
<td>1 form submission = 1 travel request</td>
<td>$120+ to establish each group</td>
</tr>
<tr>
<td>Coordinator must collect and enter all information from the traveler</td>
<td>Credit Card provided at the time of booking</td>
<td>The traveler will work with the travel agency directly to book based on the parameters of the individual request</td>
<td>Approval required before ticketing if not providing a name list</td>
</tr>
<tr>
<td>Credit card must be entered at the time of booking if not already stored in Coordinator’s Concur profile</td>
<td>Email confirmation is sent to both coordinator and traveler</td>
<td>Credit Card will not be kept ‘on file’, it will be entered on each form</td>
<td>Each traveler books their ticket individually, while adhering to the overall group custom policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Examples include guest speaker travel, interviewee travel, individual student travel</td>
<td>Examples include graduate school recruiting events, board meetings, conference travel</td>
</tr>
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</table>