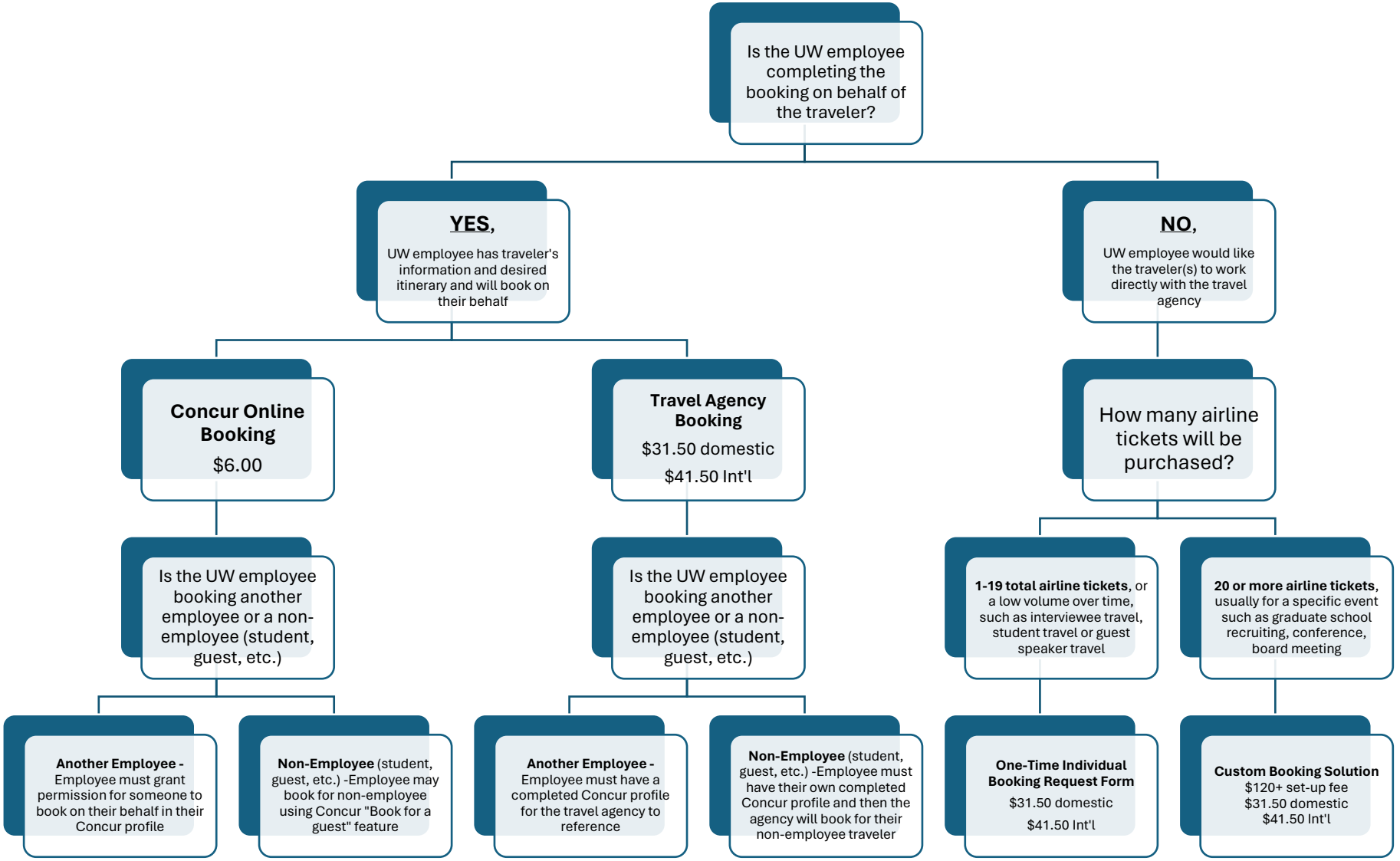
TravelWISe

Decision Chart: Booking Travel for Someone Else



Overview and Comparison – Booking Travel for Someone Else

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