

State of Rhode Island Concur Online Instructions For Travel Arrangers

www.shortstravel.com/ri

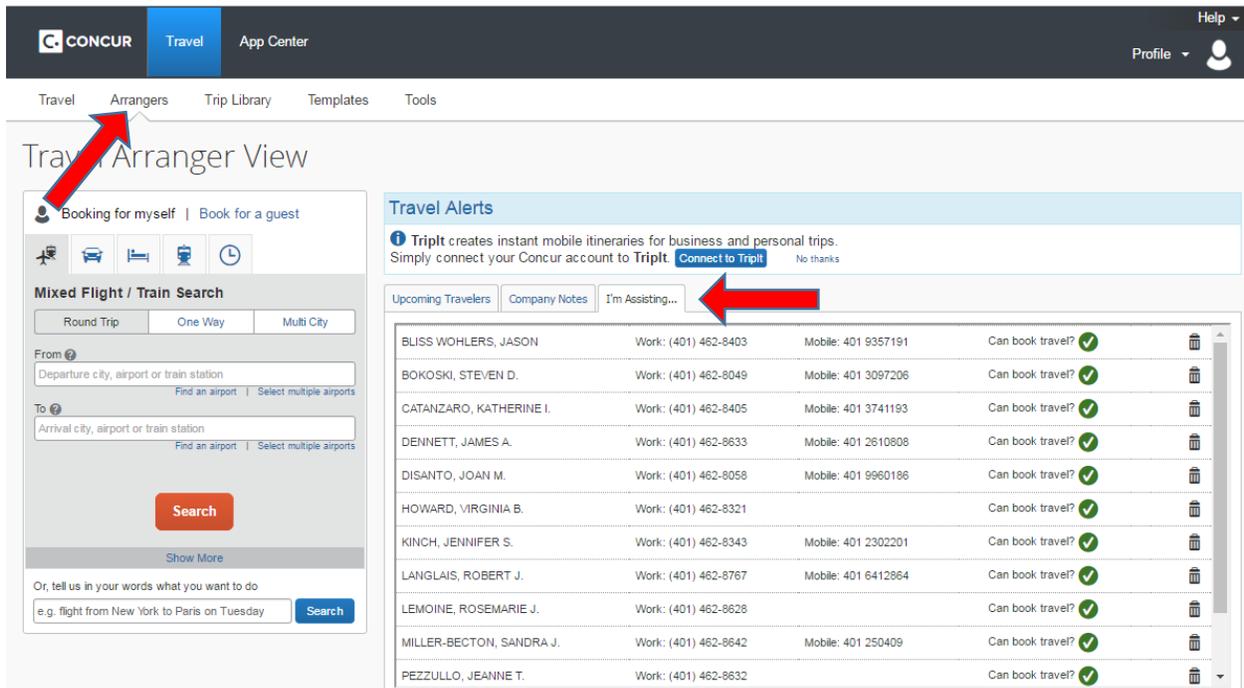
The Short's Online Travel Portal provides travelers and travel arrangers with instant access to travel information, online booking, itineraries, invoices, real time flight tracking, weather information, and online check-in. As a designated Travel Arranger, the portal will also give you access to assist in booking and monitoring trips for others. You may access the Online Travel Portal and Concur Booking tool, 24/7 from any computer with internet access

TRAVEL ARRANGERS

- Travel Arrangers can book for other profiled travelers.
- Travel Arrangers can book for non-employee guest travelers.
- A traveler can have more than one arranger assigned.
- An arranger can book for more than one traveler.

To verify which travelers have assigned you as their Travel Arranger

1. From the Arranger View Screen
2. Select "I'm Assisting" Tab to see list of "your" assigned Travelers



Travel Alerts

Triplt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to Triplt. [Connect to Triplt](#) No thanks

Upcoming Travelers Company Notes **I'm Assisting...**

BLISS WOHLERS, JASON	Work: (401) 462-8403	Mobile: 401 9357191	Can book travel? <input checked="" type="checkbox"/>	
BOKOSKI, STEVEN D.	Work: (401) 462-8049	Mobile: 401 3097206	Can book travel? <input checked="" type="checkbox"/>	
CATANZARO, KATHERINE I.	Work: (401) 462-8405	Mobile: 401 3741193	Can book travel? <input checked="" type="checkbox"/>	
DENNETT, JAMES A.	Work: (401) 462-8633	Mobile: 401 2610808	Can book travel? <input checked="" type="checkbox"/>	
DISANTO, JOAN M.	Work: (401) 462-8058	Mobile: 401 9960186	Can book travel? <input checked="" type="checkbox"/>	
HOWARD, VIRGINIA B.	Work: (401) 462-8321		Can book travel? <input checked="" type="checkbox"/>	
KINCH, JENNIFER S.	Work: (401) 462-8343	Mobile: 401 2302201	Can book travel? <input checked="" type="checkbox"/>	
LANGLAIS, ROBERT J.	Work: (401) 462-8767	Mobile: 401 6412864	Can book travel? <input checked="" type="checkbox"/>	
LEMOINE, ROSEMARIE J.	Work: (401) 462-8628		Can book travel? <input checked="" type="checkbox"/>	
MILLER-BECTON, SANDRA J.	Work: (401) 462-8642	Mobile: 401 250409	Can book travel? <input checked="" type="checkbox"/>	
PEZZULLO, JEANNE T.	Work: (401) 462-8632		Can book travel? <input checked="" type="checkbox"/>	

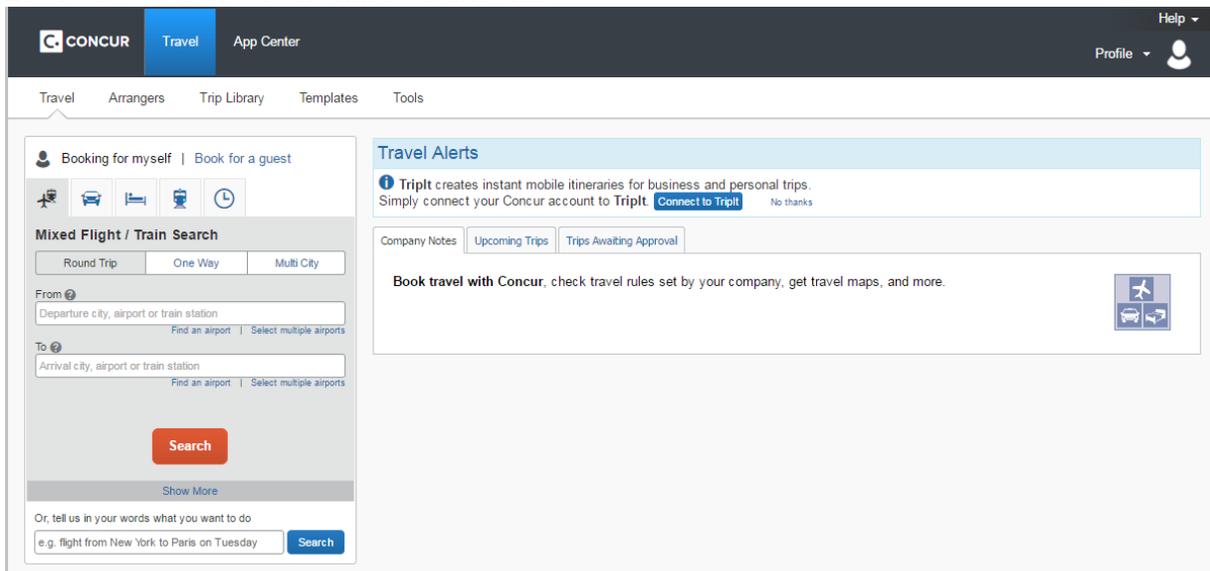
MAKING RESERVATIONS FOR OTHER EMPLOYEES

Log Onto the State of Rhode Island Travel Portal

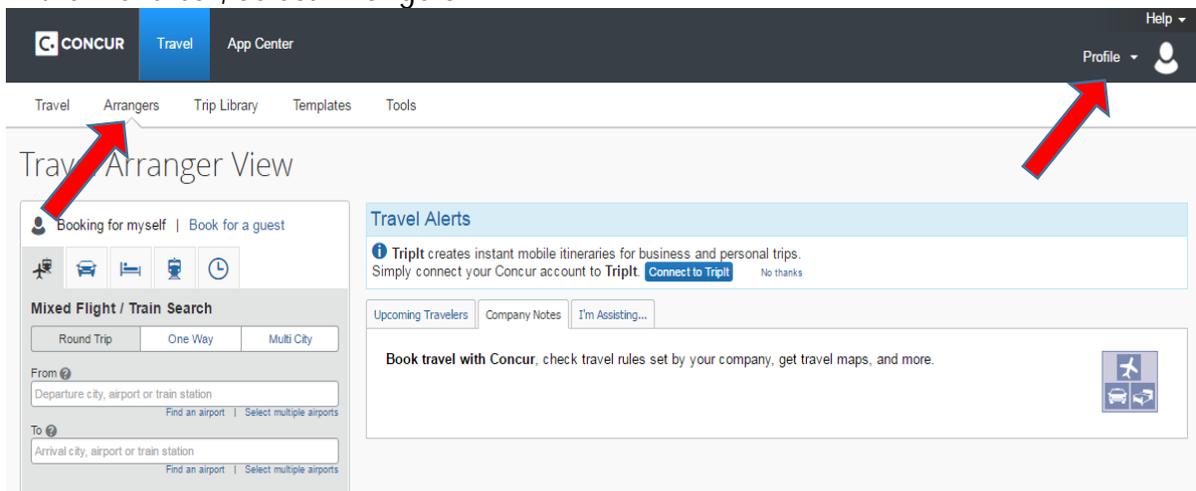
www.shortstravel.com/ri

Enter **your** Username (SORI email address) and Password

1. From your HOME Screen, select "Log Into Concur Travel".
2. Your Concur screen will look like this

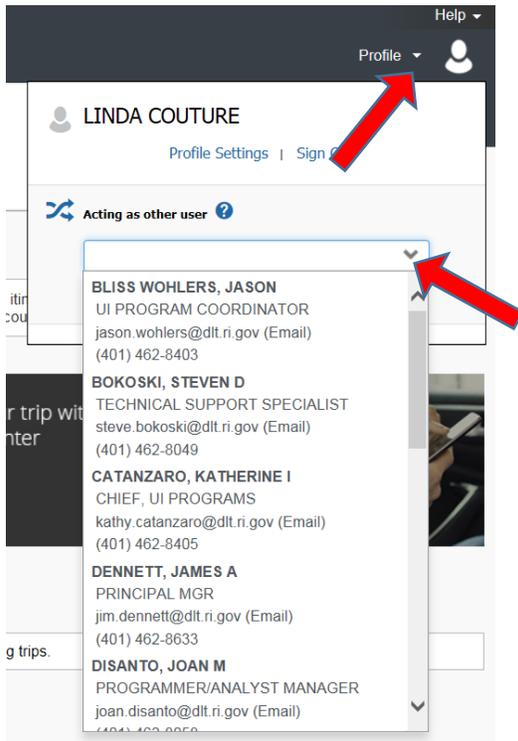


3. In the Menu bar, select Arrangers

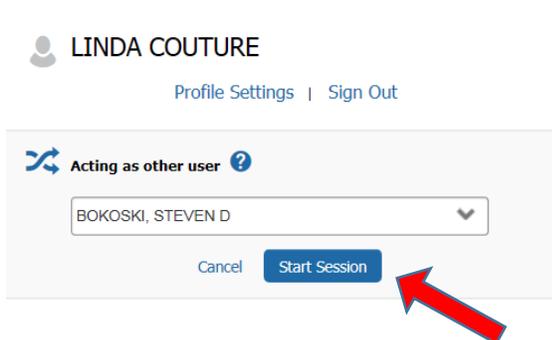


4. On the top right of the screen you will see "Profile". Click the arrow and a box will appear "Acting as other user". You can begin typing the name or click the arrow to display a pull down list of travelers names

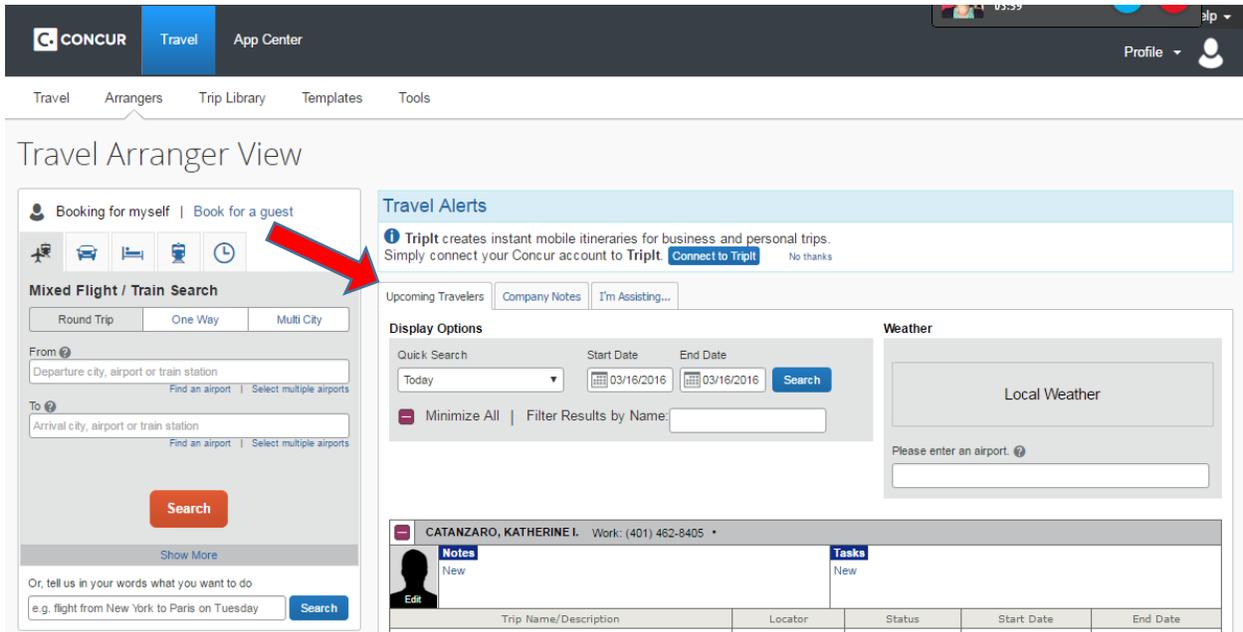
NOTE: The traveler must select you as a travel arranger in their portal profile for you to see their name in this list.



5. Be sure to select the name of the traveler you are wanting to book for and then select Start Session.



6. The travelers profile and all their preferences will automatically pre-populate as you go through the booking process.
7. Follow normal Concur process for booking flights, hotels, and rental cars.
8. After completion of Concur booking, the travel reservation can then be found under the "Arrangers" section within your profile, under "Upcoming Travelers" tab in the center of your page.



CONCUR Travel App Center

Travel Arrangers Trip Library Templates Tools

Travel Arranger View

Booking for myself | Book for a guest

Mixed Flight / Train Search

Round Trip One Way Multi City

From
Departure city, airport or train station

To
Arrival city, airport or train station

Search

Show More

Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday

Search

Travel Alerts

Tript creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to Tript. [Connect to Tript](#) No thanks

Upcoming Travelers Company Notes I'm Assisting...

Display Options

Quick Search Start Date End Date

Today 03/16/2016 03/16/2016 Search

Minimize All | Filter Results by Name:

Weather

Local Weather

Please enter an airport.

CATANZARO, KATHERINE I. Work: (401) 462-8405

Notes Tasks

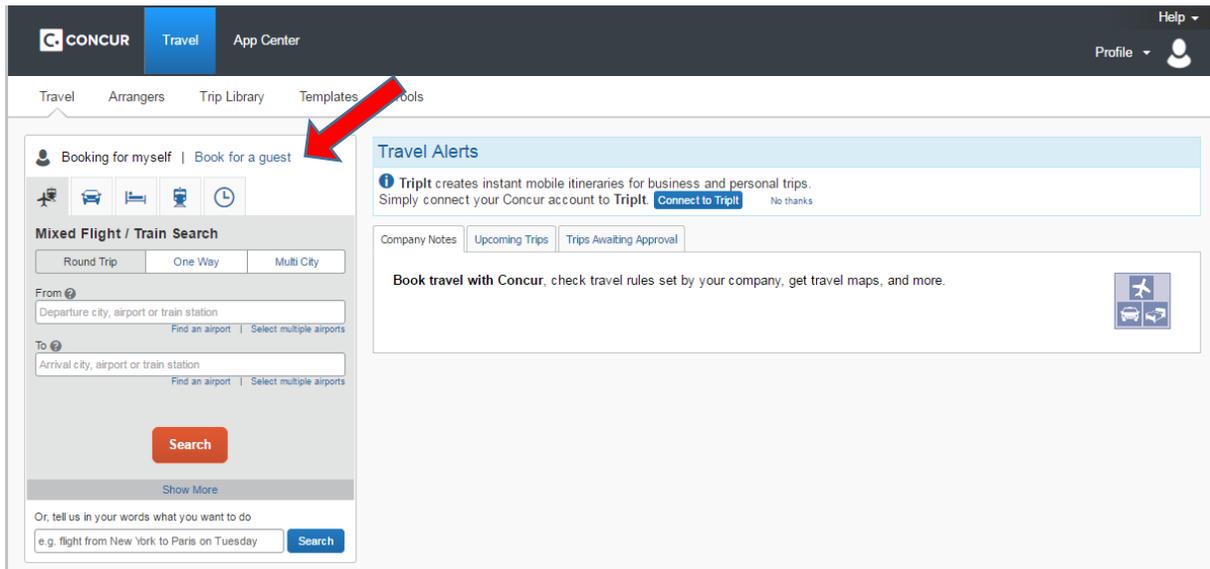
New New

Trip Name/Description	Locator	Status	Start Date	End Date

BOOKING A GUEST TRAVELER

Log in to your profile:

1. Select 'Book for Guest' from the top of the Flight Search box on left side of main screen.



2. Enter data in the flight search area.
3. Select desired flights.
4. Enter guest name and details after booking flights.

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Manual Entry
 Look up a previous guest by name:

Title
 Legal First Name
 Middle Name (on ID) No Middle Name
 Legal Last Name

Gender
 Date Of Birth

Known Traveler Number
 DHS Redress No.

Phone
 Email

Frequent Flyer Programs

For American Airlines

American Airlines

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

5. Add Hotel or Car requests if needed
6. Follow prompts to enter payment (credit card) info, etc.
7. Proceed to the Trip booking Information Screen, Enter PO
8. Click Next to Purchase Page or Click Hold Trip to finish later

CHANGE OR CANCEL A BOOKING

Changes to flights booked on Concur can only be completed prior to ticket issue.

For post-ticket flight changes or changes to reservations that you have booked over the phone, **please contact Short's Travel at 866-498-7436**

1. Select the traveler's name from the pull down menu on the upper right of the screen.
2. If you have an un-ticketed trip and wish to make a change, select a Trip Name from the 'Upcoming Travelers' tab. This will activate the 'Trip Actions' menu.
3. Choose 'Change Trip' or 'Cancel Trip' from the Trip Actions menu. The Concur travel wizard will open the trip so you can make changes.
4. Trip cancellations can be completed online.

Travel Trip Library Templates Tools

Travel Arranger View

Mixed Flight / Train Search

Round Trip One Way Multi City

From

To

Search

Or, tell us in your words what you want to do
 Search

Upcoming Travelers Company Notes I'm Assisting...

Display Options

Quick Search Start Date End Date

Today 03/17/2016 03/17/2016 **Search**

Minimize All | Filter Results by Name:

CATANZARO, KATHERINE I.

Notes New Tasks New

Trip Name/Description	Locator	
<input type="checkbox"/> Trip from Providence to Tucson Southwest FI Departs PVD @ 03/17/16 Arrives MDW @ 03/17/16 Southwest FI Departs MDW @ 03/17/16 Arrives TUS @ 03/17/16 Southwest FI Departs TUS @ 03/17/16 Arrives MDW @ 03/17/16 Southwest FI Departs MDW @ 03/17/16 Arrives PVD @ 03/17/16	N47F25	Cont

Trip Actions

- View Itinerary
- E-mail Itinerary
- Change Trip
- View Trip History
- Create Template
- Clone Trip

CLONE AND/OR SHARE TRIP FEATURE

Clone Trip (definition): To create a new trip for Traveler B that duplicates the exact trip that is already booked for Traveler A.

Traveler Arranger may choose to 'Clone a Trip' for a second traveler by:

1. Selecting 'Clone Trip' from Traveler A's reservation.
2. Once selected, the arranger simply selects the name of the second traveler (Traveler B) and the trip is created based on the choices selected.

Travel Arranger View

✈️
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🚆
🕒

Mixed Flight / Train Search

Round Trip One Way Multi City

From

To

Search

Show More

Or, tell us in your words what you want to do

Search

Upcoming Travelers Company Notes I'm Assisting...

Display Options

Quick Search Start Date End Date

Today Search

Minimize All | Filter Results by Name:

CATANZARO, KATHERINE I.

Notes

New

Edit

Tasks

New

Trip Name/Description	Locator	
<input type="checkbox"/> Trip from Providence to Tucson ✈️ Southwest • FI Departs PVD @ 03/17/16 Arrives MDW @ 03/17/16 ✈️ Southwest • FI Departs MDW @ 03/17/16 Arrives TUS @ 03/17/16 ✈️ Southwest • FI Departs TUS @ 03/17/16 Arrives MDW @ 03/17/16 ✈️ Southwest • FI Departs MDW @ 03/17/16 Arrives PVD @ 03/17/16	N47F25	Cont

Trip Actions

- View Itinerary
- E-mail Itinerary
- Change Trip
- View Trip History
- Create Template
- Clone Trip ←

MY TEMPLATES

A 'Trip Template' is a record of a trip that you can use at a later date to make travel reservations for the same trip and travel cities, speeding up the reservation process. This is especially handy if you book for several employees traveling to the same location or you have employees that take the same trip repeatedly.

You can use any prior trip that you've arranged for yourself or others to create a template. To create a 'Personal Travel Template'

1. Click on the 'Add New Template' link. New templates can be created from an empty template or by using an existing trip.

Travel Trip Library **Templates** Tools

Travel Arranger View

Mixed Flight / Train Search

Round Trip One Way Multi City

From PVD - T F Green St Arprt - Providence, RI
Find an airport | Select multiple airports

To Arrival city, airport or train station
Find an airport | Select multiple airports

Search

[Show More](#)

Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday **Search**

Upcoming Travelers Company Notes I'm Assisting...

Display Options

Quick Search Start Date End Date

Today **Search**

Minimize All | Filter Results by Name:

CATANZARO, KATHERINE I. [REDACTED]

Notes **Tasks**

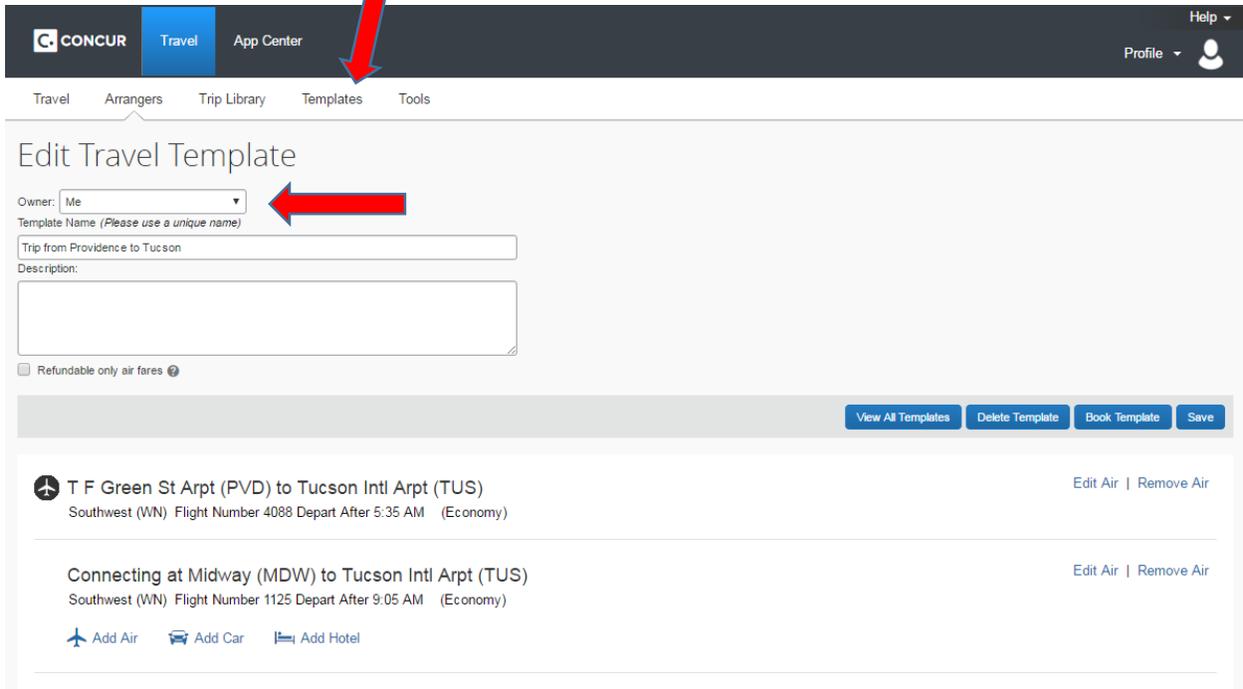
New New

[Edit](#)

Trip Name/Description	Locator	Cont
<input type="checkbox"/> Trip from Providence to Tucson Southwest • FI Departs PVD @ 03/17/16 Arrives MDW @ 03/17/16 Southwest • FI Departs MDW @ 03/17/16 Arrives TUS @ 03/17/16 Southwest • FI Departs TUS @ 03/17/16 Arrives MDW @ 03/17/16 Southwest • FI Departs MDW @ 03/17/16 Arrives PVD @ 03/17/16	N47F25	Cont

Trip Actions

- [View Itinerary](#)
- [E-mail Itinerary](#)
- [Change Trip](#)
- [View Trip History](#)
- [Create Template](#)
- [Clone Trip](#)



CONCUR Travel App Center Help

Travel Arrangers Trip Library **Templates** Tools Profile

Edit Travel Template

Owner: Me

Template Name (Please use a unique name)
 Trip from Providence to Tucson

Description:

Refundable only air fares

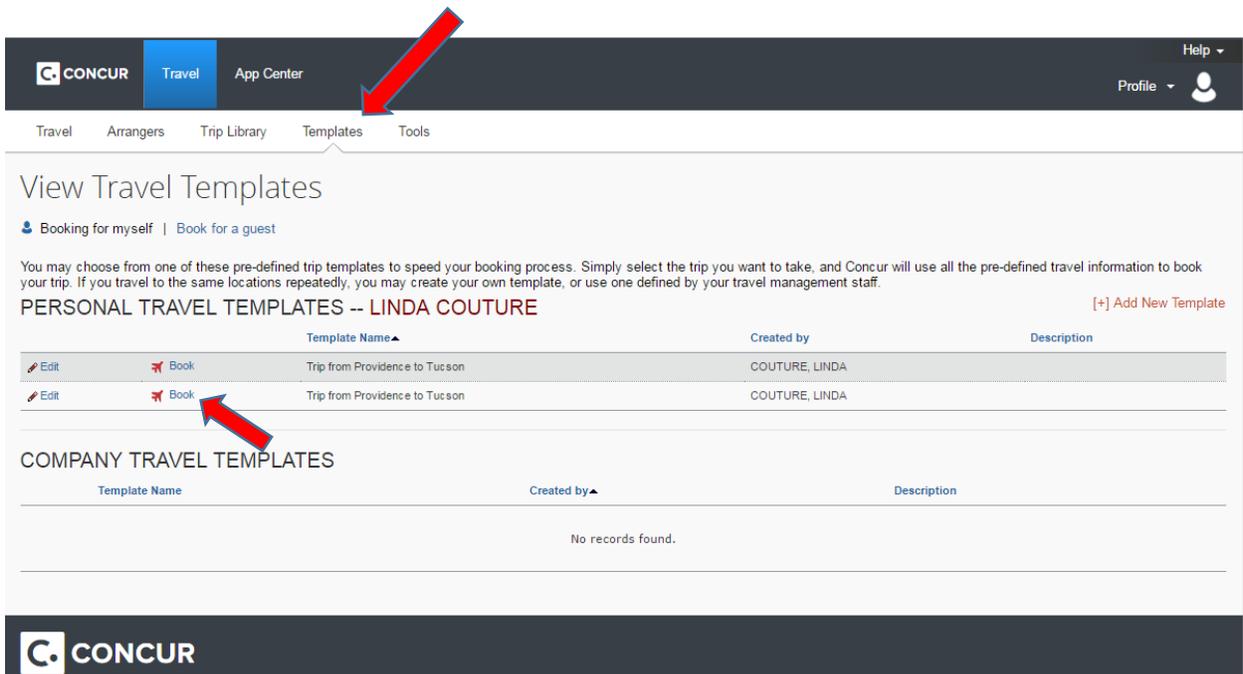
View All Templates Delete Template Book Template Save

T F Green St Arpt (PVD) to Tucson Intl Arpt (TUS)
 Southwest (WN) Flight Number 4088 Depart After 5:35 AM (Economy) Edit Air | Remove Air

Connecting at Midway (MDW) to Tucson Intl Arpt (TUS)
 Southwest (WN) Flight Number 1125 Depart After 9:05 AM (Economy) Edit Air | Remove Air

Add Air Add Car Add Hotel

1. To use a trip template, select 'Templates' from the Concur navigation bar.
2. Select a trip from the list of Personal Travel Templates that you've set up
3. Click on the 'Book' link next to the template you wish to use. Enter new dates. Concur will use your pre-defined details to book your trip.
4. Click on the 'Edit' link next to the template if you wish to change some of the pre-defined information (e.g., Time of travel).



CONCUR Travel App Center Help

Travel Arrangers Trip Library **Templates** Tools Profile

View Travel Templates

Booking for myself | Book for a guest

You may choose from one of these pre-defined trip templates to speed your booking process. Simply select the trip you want to take, and Concur will use all the pre-defined travel information to book your trip. If you travel to the same locations repeatedly, you may create your own template, or use one defined by your travel management staff.

PERSONAL TRAVEL TEMPLATES -- LINDA COUTURE [\[+\] Add New Template](#)

	Template Name	Created by	Description
Edit	Book Trip from Providence to Tucson	COUTURE, LINDA	
Edit	Book Trip from Providence to Tucson	COUTURE, LINDA	

COMPANY TRAVEL TEMPLATES

Template Name	Created by	Description
No records found.		

CONCUR