Booking Tool Approver Instructions
for booking, approving, and setting up a proxy approver in case you are away

Contents
To book on behalf of someone with an existing profile: ........................................................................................................... 1
For travelers you’ve already helped.................................................................................................................................................. 2
For a guest traveler.............................................................................................................................................................................. 2
Instructions to Approve:................................................................................................................................................................. 2
How to Self-Assign a Proxy Approver......................................................................................................................................... 3

To book on behalf of someone with an existing profile:

1. Open the Travel Booking Tool
2. Click on “Book Travel” on the left bar, then “Book/Manage Online Trips”:
   This will open a new tab with a Concur logo.
3. Click “Profile” in the upper right-hand corner
4. Click on “Book travel for any user” and
5. Enter their last name in the Search box and click “Start Session
For travelers you've already helped, click on “Arrangers” then “I'm Assisting…”

For a guest traveler, such as an interview candidates, click on “Book for a Guest.”

Instructions to Approve:

1. Open the Travel Booking Tool
2. To book travel, start by clicking on “Book Travel” on the left bar, then “Book/Manage Online Trips”:
3. Click on “Approvals” at the top of the screen:

   4. Click on the blue linked trip name to see details and approve:
How to Self-Assign a Proxy Approver:
1. Open the Travel Booking Tool
2. Click on the “Book/Manage Online Trips” link under “Book Travel” on the left bar. This will open a new tab with a Concur logo.
3. Click on “Profile” in the upper right-hand corner, then “Profile Settings”:
   - Profile Options
     - Personal Information
     - Company Information
     - Credit Card Information
     - Travel Profile Options
     - Change Password
   - System Settings
     - Going to be out of the office? Configure your backup travel manager
     - Setup Mobile Registration
     - Set up access to Concur on your mobile device
4. Choose the “Travel Vacation Reassignment” link:
5. Enter a name of an existing approver and click “Submit”:

Travel Vacation Reassignment

Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.

**Note 1:** If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company’s travel administrator.

**Note 2:** This will not reassign any items currently in your approval queue; please handle those before you leave.