

## Advantages of Booking Travel through Concur/Corporate Travel Planners (CTP)

1. Concur/CTP includes state and UH contracted rates for airfare, hotels, and rental cars.
2. Tells you which rental car agencies already include insurance in their price.
3. Concur indicates which airlines are Fly America Act compliant for flights outside the US.
4. Itemized e-receipt is automatically attached to travel itinerary in Concur for most airfare, hotel and car reservations booked with credit card in traveler's name (Individual Travel Card or personal credit card). Traveler must opt-in to receive e-receipts.
5. UH policies for airfare, hotel, and rental car are built-in to the Concur/CTP website
6. Concur documents reason when user does not select the lowest cost airfare, hotel, or rental car. Select reason from drop down box and add optional comment.
7. Allows the flexibility of splitting payment between UH Travel Card and personal credit card for business and personal expenses.
8. Traveler's loyalty programs are stored in Concur and are automatically applied on all reservations.
9. Traveler's preferences are stored in Concur profile (window seats, no red cars, etc.) and automatically added where applicable.
10. Travelers Passport/Visa information is stored in Concur and added where applicable.
11. Travelers TSA pre-check/known traveler/global entry numbers are added to all flights booked in Concur.
12. Unused tickets are housed in Concur and displayed to traveler during booking process to help build cost effective itineraries and ensure that unused tickets are not lost or expire.
13. Concur builds reservations in "live time." No accumulated responses like other booking engines, such as GetThere, Travelocity, Orbitz, etc. Inventory is secured during search.
14. Concur allows for Travel Arrangers to manage profiles and book on behalf of faculty and staff, if traveler agrees. Both traveler and travel arranger receive email confirmations of travel booked through Concur.
15. Concur will require a Travel Request (TR) number to be input on all bookings made through the tool, which ensures that travel is approved before it is booked.
16. Concur has a free-form box for "Comments to Agent" which allows for special requests to be made without a phone call., such as seat upgrades, special hotel rates, etc.
17. Travel Leaders Consortium rates for Hotels are loaded in Concur, which are often times cheaper than state contract rates. 70% of Travel Leaders rates include free Wi-Fi and 60% include free breakfast.
18. Full content airfare is displayed in Concur, including Southwest Wanna Get Away fares and internet fares, which are contractually provided to CTP via agreements with airlines.
19. Concur reports and queries are available to Concur users at any time.
20. CTP reports can be provided daily/weekly/monthly, including ad hoc reporting requests.
21. Concur allows for templates to be created and managed so travelers who travel frequently to the same destination can book from the template. Also allows multiple travelers to be booked to the same destination seamlessly.
22. CTP provides an Online Support Desk for all troubleshooting and navigational assistance for Concur travel bookings during regular business hours. Can call CTP for help 24/7.
23. Car and hotel ONLY reservations booked in Concur are \$0.00.
24. Reservations placed on hold in Concur are \$0.00.
25. CTP fees are less expensive than most travel agencies. Fee scheduled will be posted in Company Notes page in Concur (login through PASS).
26. Discounts on United and Southwest Airlines flights booked through Concur/CTP.