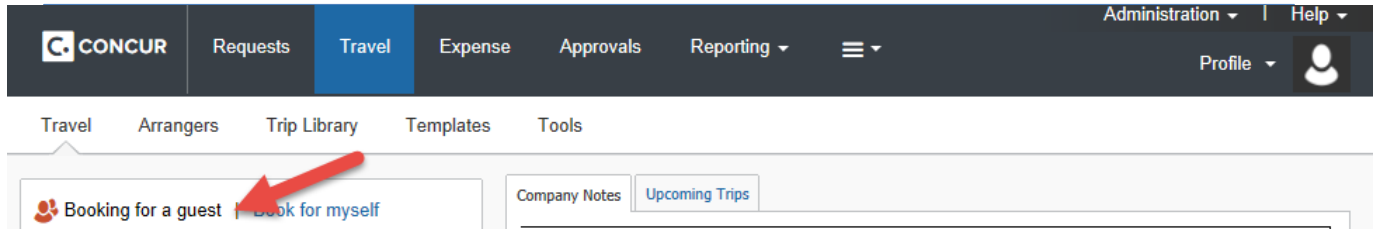


## Important Information on Guest Booking:

- The completion and approval of this form will grant you the rights to book travel for a University guest. Access to turn on the guest booking feature in Concur must be approved by your Dean, Director, or VP (including Associate or Assistant VP).
- Guest booking will allow you to purchase airline tickets and lodging **ONLY** for a University guest. A guest is defined as someone who is not an employee of Ferris State University.
- When purchasing an airline ticket you must know the guest's full name including middle name, date of birth, phone number, and email address.
- Expenses that you book for the guest will be charged to the credit card in your (the arranger's) profile.
- You may reserve a rental car for a guest using the Guest Booking feature, however, when the guest picks up the rental car they must present a credit card to pay for the car. As the arranger you cannot prepay for the rental car. You may only reserve the car. This is an industry standard. Please make sure your guest is aware that they will have to pay for the car upon picking it up.
- Guest Booking is found on the Travel tab in Concur (see screenshot below).
- For help using this feature please contact Professional Travel; their contact information can be found in the Company Notes section on the Travel tab.
- For temporary guest booking access, please contact the Disbursements Office.



### SECTION A - Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

### SECTION B - Authorizations

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director/VP Approver: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Disbursements Office Use Only

Disbursements Approval: \_\_\_\_\_ Concur Set-Up: \_\_\_\_\_ Tracking Log: \_\_\_\_\_

E-mail Sent: \_\_\_\_\_ Scanned/Filed: \_\_\_\_\_ Date: \_\_\_\_\_