

Using the OSU Online Booking Tool

Travel Policy & Information: <https://travel.osu.edu/>

1. Go to the following webpage: <https://travel.osu.edu>
2. Click “Login to Concur” under the Online booking Tool.
3. Log in using your lastname.# and password.
4. Setup Profile (*first time only*). If you have already done this, skip to next step.
 - a. Click “Profile” and “Profile Settings” at the top right corner of the page.
 - b. Click “Personal Information”
 - c. Go through and complete all required information (at minimum).
 - d. Assistants and Travel Arrangers – Click “Add and Assistant.” Search for Kristy Krehnovi. Check the box for “Can book travel for me” and click “Save”. Do the same for Lisa Colarosa.
 - e. Make sure you save your profile.
 - f. Click “Concur” at the top left corner of the page.
5. Start your trip search.
 - a. Select Round trip, One Way or Multi-Segment
 - b. Type the departure city
 - c. Type the arrival city
 - d. Select the departure date
 - e. Select the return date
 - f. Select class of service (Note: Business class is only allowed on flight segments more than 5 hours in duration. Business class is not allowed on travel funded by research grants.)
 - g. Click Search
6. Browse through the flights to find the times you prefer. There are tabs at the top of the results to select to shop by fare or shop by schedule. On the left side of the screen are slide bars to narrow your results by time and price.
7. Click “Select Fare” when you find the flights you would like.
8. Review itinerary and information on the page.
9. Method of Payment:
 - a. Choose University Payment for University Funds
 - b. Choose Sponsored Programs Payment for Research projects
10. Click “Reserve Flight and Continue”
11. Review Details and Change seats, if desired.
12. Click “Next”
13. Click “Hold Trip.” Do not worry about the required items. Kristy will enter those when she buys the ticket.
14. Once the pre-travel request is approved and a T# generated, Kristy will enter the T# in the itinerary to purchase the ticket. You will receive a confirmation from Concur when this is complete.