Travel Booking Guide

LOGIN
- Go to travel.msu.edu click on Book Now
- Enter your MSU Net ID and password, click Concur Login
- Click either Travel tab on the left side of the page or in the header

SIGN UP FOR E-RECEIPTS
- Click on Sign up here under ALERTS
- Click on E-Receipt Activation.
- Click on the I Accept

AIR / RAIL SEARCH
- On the Air/Rail tab, select one on the following: Round Trip, One Way or Multi-Segment
- Enter your Departure City, Arrival City, Departure Dates and Times
- Choose to Pick up/Drop off car at Airport
- Choose Find a Hotel. More selection parameters appear if hotel is needed
- Specify Airline, select Number of Adults and Select Class of Service
- In the Search Flights by field, select either Price or Schedule
- Click Search
- Click the Price for the flights you wish to reserve. Reserve Air and Continue

CAR RENTAL BOOKING
- Click on the Car tab
- Enter Pick-up Date, Drop-off Date and Times
- Choose to pick up at Airport Terminal or Off-Airport
- Enter pick up Airport Code
- Select Return car to another location or More search options, if applicable
- Click Search. Click Select. Reserve Car and Continue

HOTEL BOOKING
- Click on the Hotel tab
- Enter Check-in Date and Check-out Date
- Choose location near Airport, Address, Company Location or Reference Point/Zip Code
- Use filter option if needed, Names Containing or Add Another Hotel
- Click Search, results are returned, Click View Rooms
- Choose room by clicking on the price of the room on right. Reserve Hotel and Continue
COMPLETE RESERVATION
- Complete all of the steps for booking air, car or hotel, selecting your options from the results pages
- Enter your trip information in the **Trip Name & Trip Description** field
- Enter any applicable reporting information in reporting fields, click **Next**
- To complete the booking, click **Purchase Ticket**
- When reservation is complete the screen will say **FINISHED**

ITINERARY / INVOICE
- When you click **Purchase Ticket**, a Concur booking confirmation is emailed to both the traveler and if applicable the arranger.
- A short time later (5 to 30 minutes) the person who booked the reservation will receive from Conlin Travel itinerary invoice.
- Keep this email for your records and if applicable forward to the traveler.