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## Booking & Paying for Travel

### Ways to Book Your Travel

The following table displays booking options when using Concur:

	Can I book through Concur?	Can I book outside of Concur?*
<b>Flight</b>	Yes, recommended since charged directly to department	Yes
<b>Hotel</b>	Yes	Yes, recommended if using conference group rate
<b>Car Rental</b>	Yes, recommended since contracted CSU rates already incorporated	Only by directly contacting One-Stop/Service Center
<b>Registration Fee</b>	No	Yes

*\*All booking services can also be done directly through One-Stop/Service Center*

### Ways to Pay For Your Travel

The following table displays booking options when using Concur:

	Personal Card*	GET Card	P-Card	Charged directly to department**	One-Stop/Service Center
<b>Registration Fee</b>	Yes	Yes	Yes	No	Yes***
<b>Flight</b>	Yes	Yes	No	Yes, recommended	Yes
<b>Hotel</b>	Yes	Yes	No	No	Yes
<b>Car Rental</b>	Yes	Yes	No	No	Yes
<b>Meals &amp; Incidentals</b>	Yes	Yes	No	No	No

*\*If using a personal card, you will be reimbursed after returning from travel once your expense report has been processed.*

*\*\*When booking through Concur*

*\*\*\*If there is no P-Card or GET card available for the traveler*

**Note:** You may be eligible for a Golden Eagle Travel (GET) Card as an option to avoid paying with a personal card. If interested, contact your Resource Manager/Fiscal Officer for next steps.

## Information Required for One-Stop to Pay for Your Travel

Upon request, One-Stop Financial Services (One-Stop) can book travel on your behalf to avoid out-of-pocket expenses. This section provides step-by-step instructions for the most common booking scenarios that you may encounter. For more specific travel questions, contact One-Stop directly at 323-343-5430 or [travel@calstatela.edu](mailto:travel@calstatela.edu)

### When Submitting a Travel Request

Please indicate that you would like One-Stop to book a travel expense(s) on your behalf as part of the initial Concur travel request by:

1. Including a comment in the designated Concur expected expense (e.g., "Please use university credit card to pay" or "Please submit and pay for my conference registration").
2. Include all relevant attachments, such as screenshots of booking information containing all personal information required for One-Stop to book on your behalf.

If you forget to provide the above information and have already submitted your Concur travel request, please email [travel@calstatela.edu](mailto:travel@calstatela.edu) and include all required information for booking, along with your Concur reference number. One-Stop will then attach the supplemental information to the existing Concur travel request for record-keeping purposes.

### Registration

For conferences, workshops, etc. you will need to provide all registration details for One-Stop to register on your behalf, such as:

1. Link to the registration website.
2. Screenshots of all personal information.
  - a. Recommend "pretending" to checkout by filling out all required fields and saving screenshots along the way.
3. Your login information if applicable (please provide a temporary password).

**Note:** Please reach out to One-Stop to book your registration only if you are unable to pay with a GET card or P-card.

### Flight

Please provide all relevant flight information by supplying 2-3 flight options (i.e., your first & second choice). The following information will need to be provided (either typed out or as screenshots):

1. Traveler's Name (as appears on Passport/Real ID): Last Name, First Name, Middle Name (if applicable)
2. Date of Birth (MM/DD/YYYY):
3. Gender (For airline booking purposes):
4. Traveler's Cellphone Number:
5. Traveler's Email:
6. TSA PreCheck: No / Yes (# \_\_\_\_\_)
7. Preferred Seat: Aisle / Window / Any
8. Preferred Airline / Flight(s):
9. Destination(s):

10. Departure Date:
11. Departure Airport (which):
12. Departure Time (range/specific):
13. Return Date:
14. Return Airport (which):
15. Return Time (range/specific):

**Note:** If you are using Concur, it is recommended to book your own flights directly through Concur since payment will be charged directly to your department and will not ask for a personal card.

## Hotel

You are encouraged to use your personal card to for the initial hotel reservation. Once complete, please provide the following information to One-Stop: 1) hotel confirmation/reservation number and 2) Concur reference number (automatically generated from your Concur travel request). One-Stop will then make arrangements directly with the hotel to pay with the University credit card.

If you prefer not to use your personal card to reserve a hotel room, you will need to provide all hotel booking details for One-Stop to book on your behalf, such as:

1. Link to the hotel website.
2. Screenshots of all personal information.
  - a. Recommend “pretending” to checkout by filling out all required fields and saving screenshots along the way.
3. Your login information if applicable (please provide a temporary password).

**Note:** In rare instances, there may be a one-night deposit charged to your personal card by the hotel. In such a case, please contact One-Stop for next steps.

## Rental Car

You can only rent a car from either Enterprise or National. The following information is required for One-Stop to book a rental car on your behalf (either typed out or as screenshots):

1. Traveler’s Name (as appears on Passport/Real ID): Last Name, First Name, Middle Name (if applicable)
2. Traveler’s Cellphone Number:
3. Traveler’s Work Email:
4. Age 25+: Yes/No (Age: \_\_\_\_)
5. Vehicle Type:
6. Pick Up Destination (Branch/Airport):
7. Pick Up Date:
8. Pick Up Time:
9. Return Destination (Branch/Airport):
10. Return Date:
11. Return Time: