World Travel
Booking Non-Sponsored Air Travel
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Section I

What is World Travel/Concur?
What is World Travel/Concur?

- World Travel is the Yale-preferred service for all university-related travel. Concur, a best-in-class travel platform, powers it.
- Travelers can view and book flights, hotels, car rentals, limo service, and rail travel.
- All current Yale-associated travel discounts with preferred suppliers will apply.
Section 2

Login and Homepage
Access concur.yale.edu

- You will be directed to the Yale CAS screen where you will need to log in with your Yale NetID / password.
- You may also be prompted and need to accept the DUO authentication request.
- From there you will be directed to World Travel for making your travel arrangements.
Homepage

Trip Search Interface

Upcoming trips will appear here

Profile Access

Click Read More for helpful links
Section 3

Profile Set-up
Accessing profile options

Click on your profile and access Profile Settings to see Profile options. To start, choose Personal Information.
Enter profile information

Profile fields cover:

- **Your Information** - Review and update your personal information, contact information, and emergency contacts. Verify your email addresses and add or update credit cards that are available to use for purchases. Be sure to fill all required fields.

- **Your Preferences** - Add your travel preferences and frequent-traveler program information. Add assistants or arrangers that can book travel for you.

- **Other Settings** - Activate e-receipts, configure system settings, change your password, and register your mobile devices.

Access a video and tip sheet for setting up your profile
Section 4

Booking Non-Sponsored Travel
Identifying your trip as Non-Sponsored

- Travel can only be booked on the platform after the funding source has been identified on the trip search screen.

- Options are:
  - Federal Funds
  - DOD Awards
  - Non-Federal Sponsored Business Travel

- Choose “Non-Federal Sponsored Business Travel”
Searching for air travel options

In this example, the search is for flights between JFK and Paris.

The funding source is Non-Federal Sponsored Business Travel

Searching round trip flights

Departure and Arrival points

Travel dates and times

Search by Price or Schedule, and choose “Include additional refundable fares” to see comparisons.

Tip: Be as specific as you can related to the desired departure time. The hour window is helpful if you are unsure about typical flight times.
Booking a Flight

Access a tip sheet for booking a flight
Section 5

Reserving and Purchasing a Flight
Reserving a flight

• Once you choose a flight, a “Review and Reserve Flight” screen will appear.

• Review all information before reserving your flight.

• This is an easy process if you have completed your profile, as most information will automatically populate.

• You can select your seats from this screen.
Reviewing and Finalizing

• Once you reserve a flight, review all the Travel Details, including
  • The Trip Overview
  • Flight Reservations
  • Total Estimated Cost

Click Next to advance process, or Cancel Trip to go back
Enter Trip Booking Information

• The platform allows the booker to enter information for the booker's own records.

• The Funding Source and Trip Purpose fields are required.

• Click “Next” to continue.
Submit the Trip Confirmation

- The Travel Details appear again for a final review.
- Recheck all information before clicking “Purchase Ticket”.

To COMPLETE BOOKING, please press the “Purchase Ticket” button after reviewing this page. To CANCEL, press the Cancel button.
• The system provides a Trip Record Locator number to easily access trip details and flight information.

• You can print or email your itinerary from this screen.
Section 6

Booking Hotel and Car Reservations
Booking Hotel and Car

Access videos and tip sheets for booking hotel and car reservations.