

- The system will default to looking at Economy flights by price, BUT you can modify to view by **schedule** if you prefer. Now press the 'search' button.

- A grid will appear at the top, indicating airlines that have available flights. You can select to see only a specific airline by clicking on their logo.

- OR you can scroll through the flight offerings below the grid to view the flights and information. Please note when reviewing the flight information there is an information icon that will provide additional terms and conditions for the flight:

Please Note: If a green icon with a check mark that indicates that the flight is in line with the U of A Travel policy. If an icon with an i it may be in line, but there are some things you need to be aware of. **For example:** A basic economy flight has a lot of restrictions and cannot be canceled and used on another flight. Seats are not assigned until the gate.

Also note, that a flight may not be held or saved without a credit card selected. Flights may be held for 24 hours and then if not ticketed will be canceled. Complete documentation may be found at the following website location: <http://travel.uark.edu/travel-agencies.php>

Service Fees

To Contact an Anthony Travel Agent
Phone: 479-575-0741
or (toll free) 888-667-2955
Email: fly@anthonytravel.com

When Issuing a Ticket:

When Ticket is issued using Concur domestic and/or international ticket	\$ 8.00
Contacting an Anthony Agent directly for domestic airline or rail ticket	\$25.00
Contacting an Anthony Agent directly for domestic GROUP airline or rail ticket	\$25.00
Contacting an Anthony Agent directly for international airline or rail ticket	\$35.00
Contacting an Anthony Agent directly for international GROUP airline or rail ticket	\$35.00
Contact an Anthony Agent directly for domestic personal/guest airline or rail ticket	\$25.00
Contact an Anthony Agent directly for international personal/guest airline or rail ticket	\$35.00

When Exchanging a Ticket (using an unused ticket towards another flight):

When exchanging the ticket using Concur domestic and/or international ticket	\$15.00
Contacting an Anthony Agent directly to exchange domestic airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange domestic GROUP airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange international airline or rail ticket	\$35.00
Contacting an Anthony Agent directly to exchange international GROUP airline or rail ticket	\$35.00
Contacting an Anthony Agent directly to exchange domestic personal/guest airline or rail ticket	\$25.00
Contacting an Anthony Agent directly to exchange international personal/guest airline or rail ticket	\$35.00

When requesting a refund on a refundable ticket:

Refund of a domestic GROUP airline or rail ticket(must work with an Anthony Agent)	\$25.00
Refund international GROUP airline or rail ticket	\$25.00
Refund domestic personal/guest airline or rail ticket	\$25.00
Refund international personal/guest airline or rail ticket	\$25.00

Miscellaneous Fees:

When booking a car or hotel reservation ONLY using Concur	\$10.00
Contacting an Anthony Agent directly for Group, Personal, or Guest -Car or Hotel reservation only	\$10.00
After-hours emergency fee	\$25.00
Visa Services	pass thru
International trip notification and risk messaging	no cost



A Travel Arranger's Quick Reference Guide to Using the Concur Online Booking Tool with Anthony Travel

This guide will provide you the information to begin using the Concur Booking tool for purchasing your airline tickets. This tool may also be used to purchase hotel and car rental as needed.



Travel Office Staff

Grace Henderson: 575-5271

Elena Degago: 575-5363

Shavawn Smith: 575-5298

Gina Swanson: 575-7951

Donna Carter-575-8414

Email: uatravel@uark.edu

Step One: Login to Concur

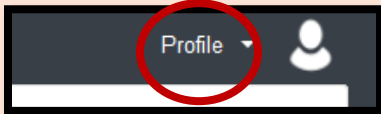
You will receive an email once you have self-registered which will provide you with your User Name and temporary password. (If part of the pilot group, you will not receive the email, but will be notified of your User Name and temporary password)

Website: <https://www.concursolutions.com/>

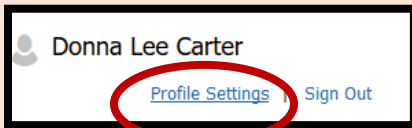
Step Two: Update Profile

This is a very important step. **CHANGE YOUR PASSWORD**

1. Click **Profile** (top right of screen)



2. Click on **Profile Settings**:

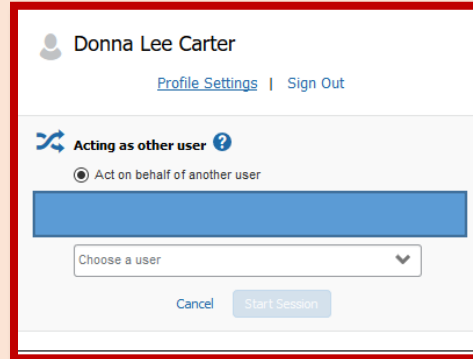


3. **CHANGE YOUR PASSWORD!!** You were given a temporary password. **CHANGE IT** by selecting the **Change Password** link.
4. Click **Personal Information**. Verify that your name is how you want it to appear on any airline tickets-matching either your driver's license OR passport exactly. After December IF IT DOES NOT, CONTACT THE TRAVEL OFFICE
5. Proceed down the page, filling in the information. **PLEASE NOTE:** For telephone numbers, be sure and enter a phone number in each of the required fields. If you don't you will not see your list of travelers for which you are designated as the primary Travel Arranger.
6. Ensure that you fill out any other required fields.
7. If you travel internationally you can enter your passport information here. The system will also notify you via email, IF your password is do to expire within 60 days.

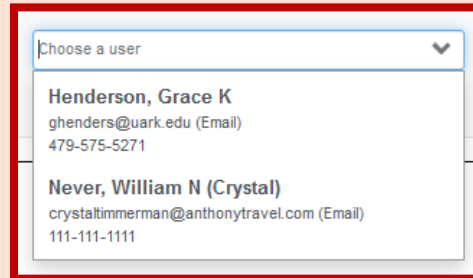
Step Three: Booking Travel for an Employee

If you have been setup as a Travel Arranger for a traveler, you will have access to book travel on their behalf, and also to update their profile as necessary. To book travel on behalf of another employee:

1. Once at the home page at the top right of your screen you will see your profile link, select that link and you will see the following:

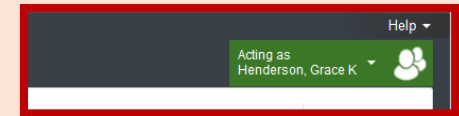


2. Select the Choose a user drop down to display the employee's for which you have been setup to be the Travel Arranger:



Please Note: If your traveler is **NOT** listed that means they have not set you up to be their Travel Arranger. You must either have the Traveler set you up or contact the Travel Office so that we can set you up.

3. Select your traveler's name from the drop down list and once selected press the **Start Session** button and you will see the following in the upper right corner (this is letting you know that you are acting on behalf of this employee):



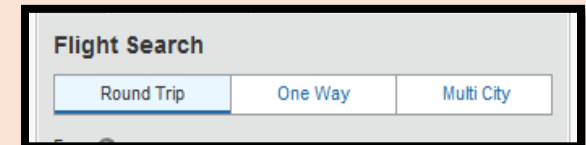
You will also see your traveler's name in the upper left under the University of Arkansas logo:



4. It is a good idea **PRIOR** to booking the flight (especially if this is your first time to use the tool for this traveler to verify that their name and other personal information stored in their profile is correct. As a Travel Arranger for this employee you have access to their profile. Please see Completing your Travel Profile if you have questions regarding accessing a profile. Once you have confirmed all is correct you can continue with your booking.

To make a flight reservation:

- Begin by selecting from one of the following flight options:



- Select the **From** and **To** locations for the trip.
- Click in the **Departure** and **Return Date** fields and select the appropriate dates from the calendar. The tool will default to 3 hrs +/- for searching.