

## Booking Tulane-related Travel

Faculty, staff, non-affiliates, and students planning [Tulane-related travel](#) are required to book their airfare, hotel, and rental cars through World Travel Services. Booking travel procedures are as follows:

### Concur Travel Booking Instructions

Click here to access the full version of the [Concur Booking Manual](#) in PDF format.

The lower online booking fee price per round trip or ticket issued (there is no charge for booking hotels or rental cars) is located in the [Concur Booking Manual](#).

1. Login at [gibson.tulane.edu](http://gibson.tulane.edu) with your Tulane credentials and click on the Concur link
2. Complete your travel profile, add your credit card, default card to book air/hotel/car, and click save.
3. Search flights:
  - a. *Suggestion:* The default search time is a (+/-) four-hour window at 9:00 AM (departure) and 5:00 PM (arrival). Expanding the search time will show additional flights
  - b. The search functionality allows for preferred airlines
4. In your user profile, you can upload rewards membership/miles program information for different airlines, hotels, and rental car vendors.

### Pricing

Tulane blocks (will not allow booking for) basic economy airfare and non-cancellable hotel rates in Concur. These rates have restrictions and are non-refundable, which causes disputes, and ultimately the savings are not substantial enough for business travel. You may book these rates with an agent but understand Tulane will not reimburse you if a basic economy fare is canceled, details and fees are below.

### Travel Agent Full-Service Instructions

Your Travel profile in Concur should already be completed, with the payment source entered, the agent will have access to the information. The information entered in your Concur profile (e.g., credit card) is encrypted and not visible to the agents. **Click here to access the full version of the [Concur Booking Manual](#).**

The agent fee per round trip or ticket issued (there is no charge for booking hotels or rental cars) is located in the [Concur Booking Manual](#). Follow these steps:

1. Log into Concur, complete your profile, and contact agents at [tulane.travel@worldtrav.com](mailto:tulane.travel@worldtrav.com)
2. If you are a student, use these examples as a subject line: “Tulane Summer Program Paris” or “Tulane Study Abroad DIS Copenhagen.”
3. An agent will reach out to provide flight options and discuss the trip details. Once all trip details are finalized, a credit card number should already be entered in your profile and defaulted to pay for airfare, hotel, or rental car. DO NOT send credit card numbers via email.

Travel requests must include:

- Travel dates
- Preferred travel times
- If you found a preferred itinerary and price, or have a budget, provide those details (keep in mind, itineraries, and pricing fluctuates)

## Additional Notes

### Travel Department Contact

Contact [Expense/Travel Support](#) if you have any questions about booking travel or visit [Tulane's Travel Management website](#).

After-hours emergency assistance is available 24 hours a day for your convenience at the numbers below (Refer to code: S-5CSK when calling):

(865) 288-1927 Domestic / International (collect calls accepted)

There is a \$20 call fee for after-hours, weekends, and holidays (use for emergencies only).

### Additional Resources for International Travel & Safety:

For additional information regarding international travel policies, travel health and safety, and frequently asked questions, please visit [Tulane Global website](#):

- [International Travel Policies & Guidance](#)
- [International Safety & Health](#), including International Health Insurance guidelines (GeoBlue)
- [Crisis24 - Tulane's International Emergency Response provider](#)
- Exploring [all Study Abroad programs and options](#) at Tulane University

### Can I opt out of booking through Tulane's Travel Program?

Faculty, staff, non-affiliates, and students planning [Tulane-related travel](#) are **required** to book their airfare, hotel, and rental cars through Concur - World Travel Services. However, in the very rare instances that you cannot book your trip via Concur - Tulane's Travel Program, you must contact the [Travel Department](#) for an exception prior to booking. If you are expensing the travel to Tulane, the written pre-approval must be submitted with your expense report.