

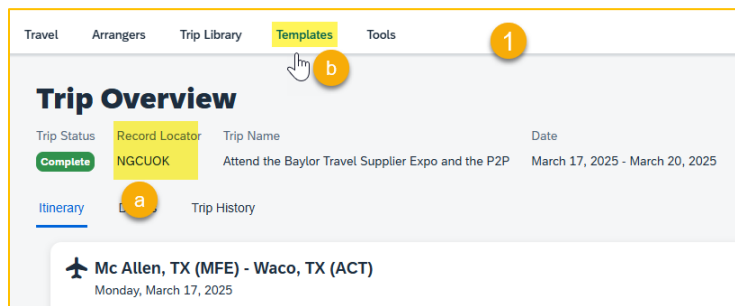
The "Templates" feature in Concur provides the ability to:

- A. [Book flights, car rental, and hotel for multiple travelers with the same itinerary](#)
- B. [Book the same itinerary \(different dates\) for a specific traveler](#)

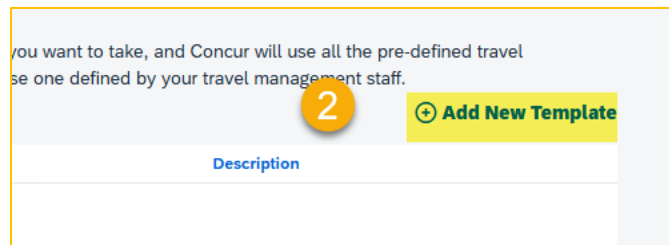
The user making the reservations must be listed as the Travel Arranger/Assistant for all travelers.

A. How to book flights, car rental, and hotel for multiple travelers with the same itinerary:

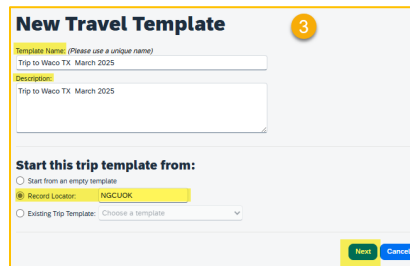
1. After making the reservation for the first traveler, open their trip:
  - a. Copy the record locator
  - b. Click on the "Templates" tab



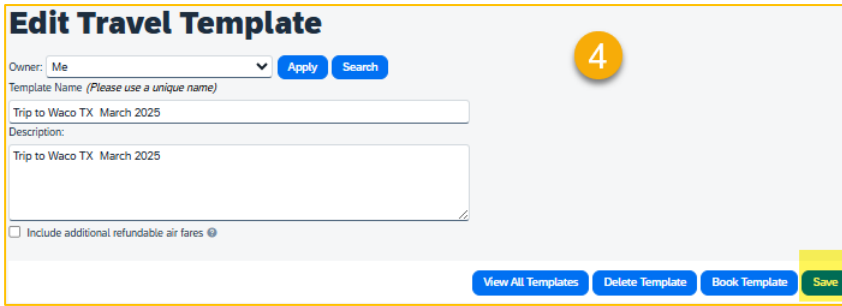
2. Select the "Add New Template" option



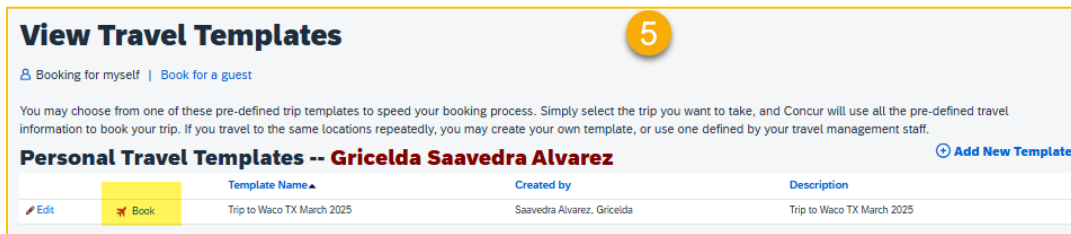
3. Create the new template by entering:
  - Template Name
  - Description
  - Record Locator (step #1.a above)
  - Click "Next"



4. Click "Save"



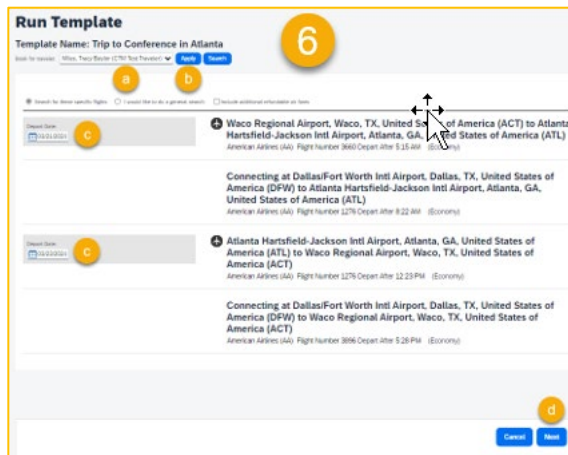
5. Under the "View Travel Templates" screen, select the "Book" option



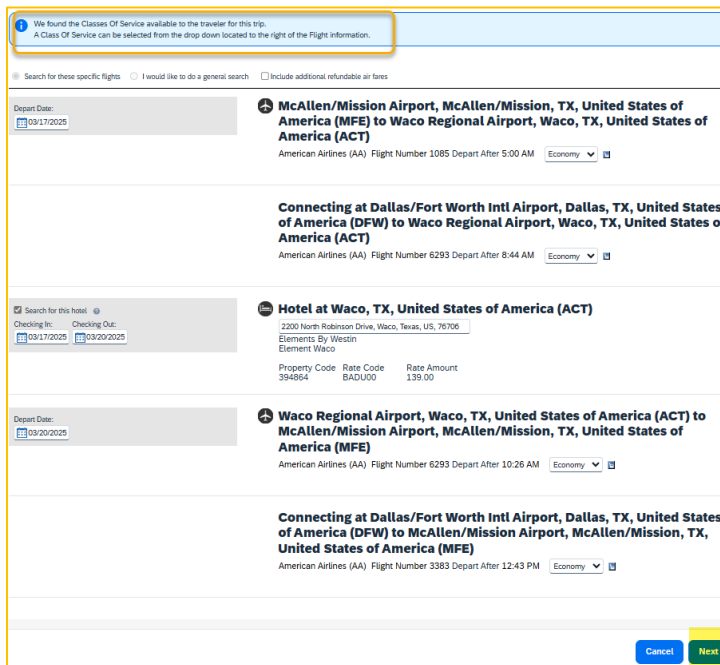
	Template Name	Created by	Description
<a href="#">Edit</a>	<a href="#">Book</a>	Trip to Waco TX March 2025	Saavedra Alvarez, Gricelda
			Trip to Waco TX March 2025

6. Run the Template for the new traveler:

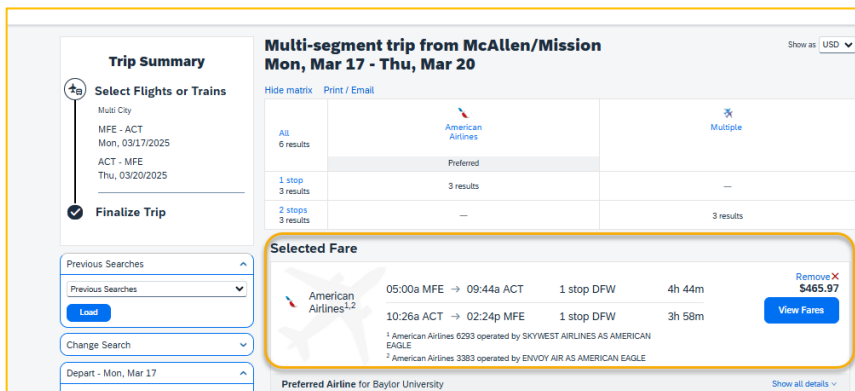
- Select the new traveler's name from the drop-down menu
- Click "Apply"
- Confirm dates
- Click "Next"



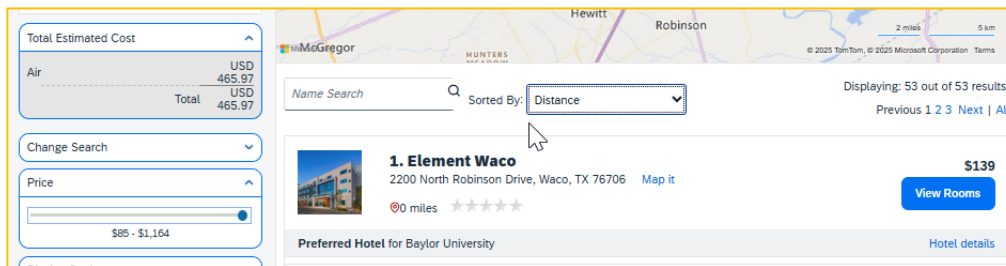
7. The system will confirm if the fare classes are available for the trip. Click "Next."



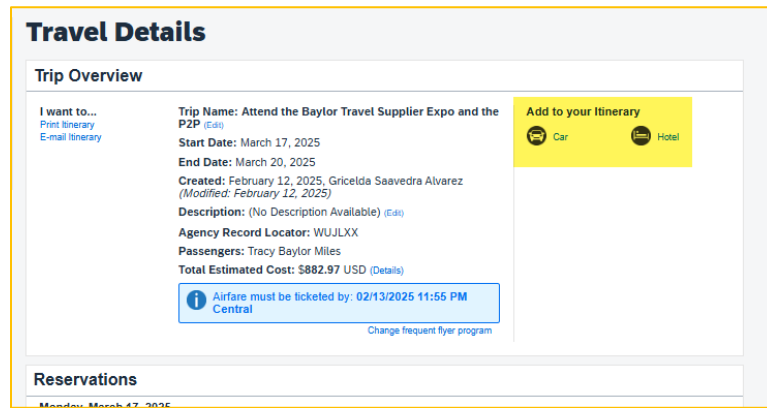
8. Note that the flights specified on the template will be automatically selected by the system (fare types need to be selected).



9. If Car Rental or Hotel are part of the template being used, the system will present the available options to be selected.



- If car rental or hotel were not part of the trip template, they may be added at the time of booking.



**Travel Details**

**Trip Overview**

I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Attend the Baylor Travel Supplier Expo and the P2P [\(Edit\)](#)

**Start Date:** March 17, 2025

**End Date:** March 20, 2025

**Created:** February 12, 2025, Gricelda Saavedra Alvarez  
*(Modified: February 12, 2025)*



**Description:** (No Description Available) [\(Edit\)](#)

**Agency Record Locator:** WUJLXX

**Passengers:** Tracy Baylor Miles

**Total Estimated Cost:** \$882.97 USD [\(Details\)](#)

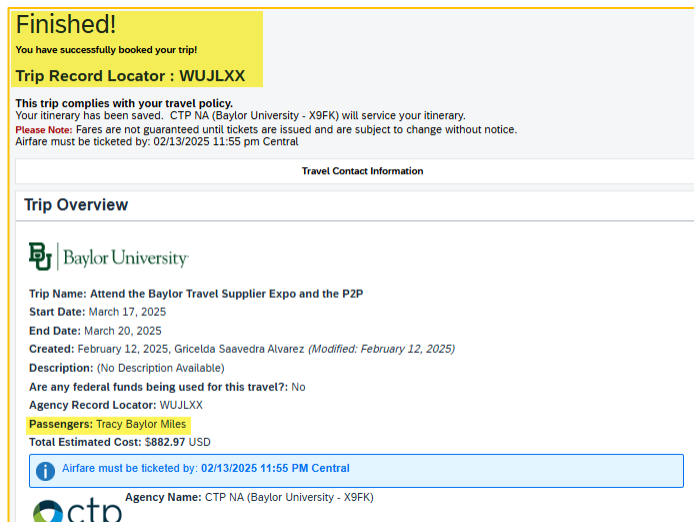
**Add to your Itinerary**

 Car  Hotel

**Reservations**

Monday, March 17, 2025

- Once the booking is completed, the trip confirmation will be displayed for the new traveler.



**Finished!**


You have successfully booked your trip!

**Trip Record Locator : WUJLXX**

This trip complies with your travel policy.  
 Your itinerary has been saved. CTP NA (Baylor University - X9FK) will service your itinerary.  
**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.  
 Airfare must be ticketed by: 02/13/2025 11:55 pm Central

**Travel Contact Information**

**Trip Overview**

 Baylor University

**Trip Name:** Attend the Baylor Travel Supplier Expo and the P2P

**Start Date:** March 17, 2025

**End Date:** March 20, 2025

**Created:** February 12, 2025, Gricelda Saavedra Alvarez *(Modified: February 12, 2025)*

**Description:** (No Description Available)

**Are any federal funds being used for this travel?:** No

**Agency Record Locator:** WUJLXX

**Passengers:** Tracy Baylor Miles

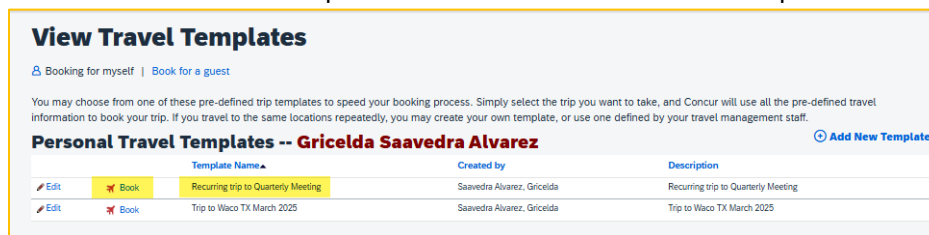
**Total Estimated Cost:** \$882.97 USD

**Agency Name:** CTP NA (Baylor University - X9FK)

**ctb**

**B. How to Book the same itinerary (different dates) for a specific traveler**

- Complete steps 1-5 above to create a new trip template.
- Under the "View Travel Templates" screen, select the "Book" option.



**View Travel Templates**

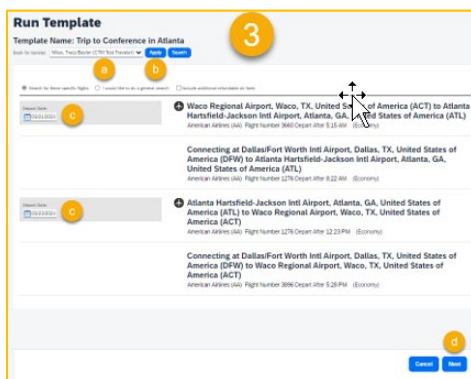
[Booking for myself](#) | [Book for a guest](#)

You may choose from one of these pre-defined trip templates to speed your booking process. Simply select the trip you want to take, and Concur will use all the pre-defined travel information to book your trip. If you travel to the same locations repeatedly, you may create your own template, or use one defined by your travel management staff.

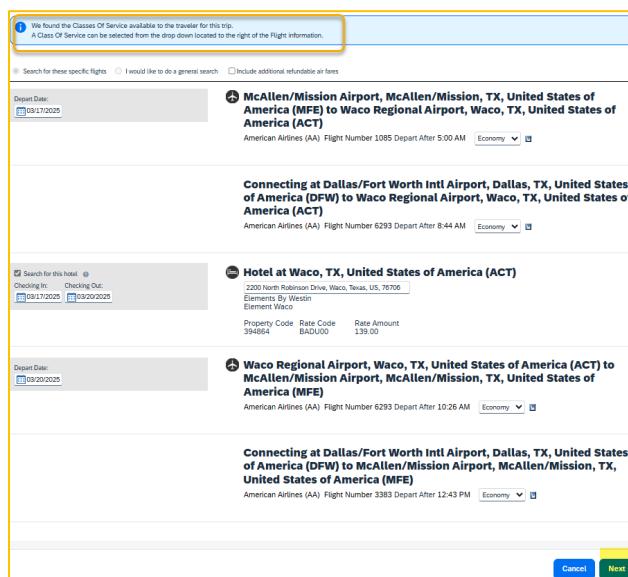
**Personal Travel Templates -- Gricelda Saavedra Alvarez** [Add New Template](#)

	Template Name	Created by	Description
<a href="#">Edit</a>	<a href="#">Book</a> Recurring trip to Quarterly Meeting	Saavedra Alvarez, Gricelda	Recurring trip to Quarterly Meeting
<a href="#">Edit</a>	<a href="#">Book</a> Trip to Waco TX March 2025	Saavedra Alvarez, Gricelda	Trip to Waco TX March 2025

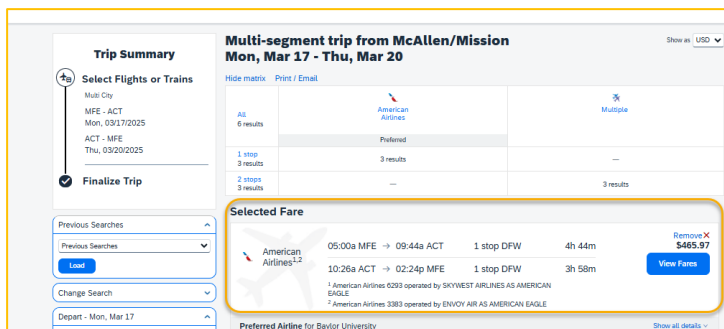
3. Run the Template for the traveler:
  - a. Select the traveler's name from the drop-down menu
  - b. Click "Apply"
  - c. Modify travel dates (for the new trip occurrence)
  - d. Click "Next"



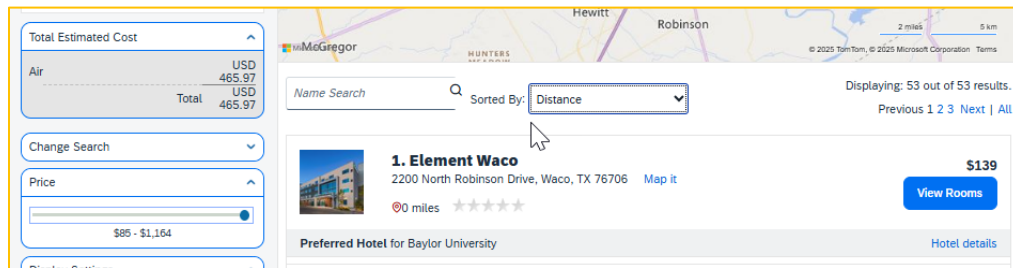
4. The system will confirm if the fare classes are available for the trip. Click "Next."



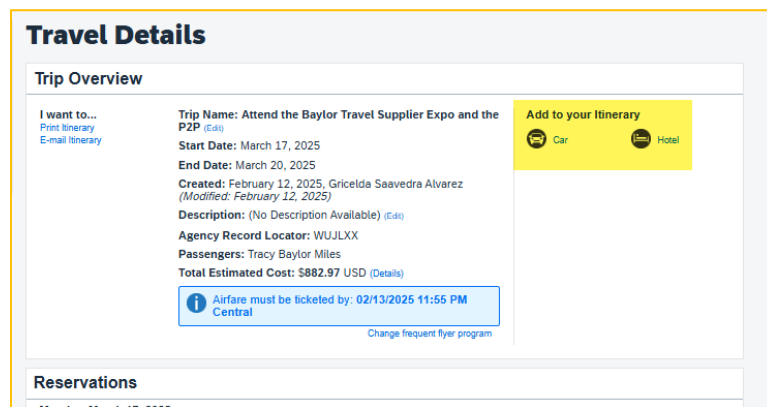
5. Note that the flights specified on the template will be automatically selected by the system (fare types need to be selected).



- If Car Rental or Hotel are part of the template being used, the system will present the available options to be selected.



- If car rental or hotel were not part of the trip template, they may be added at the time of booking.



- Complete the booking and verify a trip confirmation will be displayed for the traveler.

