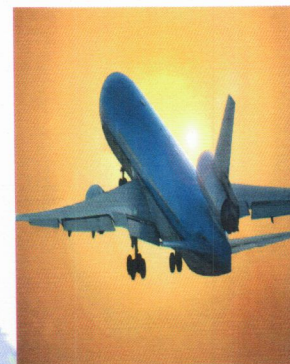




Roadrunner Advisor

CONCUR Travel Information – FAQ

- When can I complete my travel profile?
The self-registration link will be sent to all faculty/staff on Monday, May 6th by the Communications Office. DTS will approve self-registration information May 6th-12th.
- When will CONCUR be available to book and pay for travel?
CONCUR will be available to book travel on **May 13th**.
- What type of information do travelers need to purchase travel in CONCUR?
Once the traveler's profile has been setup, an RTA, a departmental account number, and a State card (CLIBA/TAC) are required.
- What are the advantages of using a State card (CLIBA/TAC) as a method of payment?
Travelers are eligible to receive the government fares and the additional UT System negotiated rates when purchasing airfare.
- What happens if a personal credit card is used instead of a State card to pay for a flagged GOVERNMENT FARE flight?
Traveler may incur a \$100 penalty in addition to the difference between the State fare and the regular coach fare determined by the airline.
- Where do I find the UTSA Concur website to book travel?
<https://www.concursolutions.com/>
- Where do I find the UTSA Travel Resource website?
<http://ut-ctp.com/utsa/>
- Where do I find the University of Texas Travel Resource website?
<http://ut-ctp.com/>



Note: All travelers and travel arrangers must self-register and setup their profile in CONCUR. Travelers may grant access to departmental travel arrangers when setting up their travel assistant profiles in CONCUR.

Self Registration:



Welcome to Concur!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the University of Texas at San Antonio account. If this is incorrect, please contact your administrator for the correct registration URL.

Please fill out all fields. Phone numbers are required for travel agents to contact you in an emergency.

Account Information

Concur Login * @utsa.edu

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Work Phone *

Home Phone

Configuration Settings

Time Zone * (UTC-06:00) Central Time (US & Canada)

Date Format * M/D/Y

* marked fields are mandatory

Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on **My Travel Profile** from the Travel Home page.

If you have any difficulties registering, please contact Customer Support for assistance.

You will receive a link from your travel department for self registration. If you did not receive it in your email, please contact the UTSA Travel Department.

1. Fill out this form using your @utsa.edu email address and all of your contact information.
2. Once you fill this out and submit, it will be scanned for approval by UTSA personnel.
3. Once your submission is approved, you will receive a verification email along with a link to create your password.
4. Once that is completed you can start updating your profile and booking travel at: concur.solutions.com

Download Complete UTSA Concur Quick Reference Guide Here: <http://ut-ctp.com/utsa/>