LOG-IN
Log in through Employee Self Service of the BUworks Central Portal

- BUworks Central Portal
- ESS
- Travel Reimbursements
- Manage Business Travel Arrangements and Reimbursements

BOSTON UNIVERSITY AGENT SUPPORT FROM DIRECT TRAVEL MANAGEMENT
To reach Boston’s Agent Support Team
Phone: 617-353-1700
Email Address: travelbooking@bu.edu

Agents are available 24x7 and dedicated agents hours are 9am ET to 6pm ET

Note: All reservations will be available on the Concur Tool or with an Agent

HOME PAGE

The home page displays when the travel portal is opened and the display is based on your user settings.

My Profile

Please review and complete prior to making travel arrangements and update all required fields including your Legal Name on your travel documents, gender and date of birth.

- Select “Profile” in the Upper Right corner and then “Profile Settings”
- Enter the appropriate information
- Click the save button

Selecting Trip Type

Icons direct you to book Air only or a combination of all segments. Car only, hotel only, rail only or view FLIGHT STATS for Arrival information on any air carrier.

Trips

Company Notes will have your most up to date information on Boston’s Travel

Upcoming Trips will show you all future travel arrangements made by a Direct Travel Agent or within Concur and can be changed here

Travel tab is for booking your travel or viewing your future trips

Arrangers are individuals that book travel on behalf of others

Select the Trip Library to view past travel arrangements.

Templates to create a shell for multiple travelers to book the same itinerary or the same destination for an individual with different dates

Tools will give you access to maps, weather, currency and many other supporting websites
Select Air Travel

Using **Search by Price** to see a complete Itinerary with fare or **Search by Schedule** to select flights by Departure and Arrival Times.

*Note*: Southwest Airlines is an instant purchase carrier and will be ticketed immediately upon selection by the carrier.

Narrowing the Options with the **Matrix** at the top:

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<tr>
<td></td>
<td>Southwest</td>
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<td>American</td>
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<td>2 or 3 weeks</td>
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<td>1 way</td>
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<td>Round Trip</td>
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Or **Slide Indicators** on the Left:

- **Car and Hotel**
  - Preferred Vendors are listed first

And **Reserve your Hotel**
  - Hotel search with multiple features/maps to narrow the research including company locations and personal preferences

**Once the flights are selected**

**Car and Hotel**

- Preferred Vendors are listed first

**Reserve your Car**

- Hotel search with multiple features/maps to narrow the research including company locations and personal preferences

**And Reserve your Hotel**

- Hotel search with multiple features/maps to narrow the research including company locations and personal preferences

**Online Travel Reservations**

**Concur Travel Online Booking**

1. Select to “Book for myself” or “Book for guest”
2. Choose the trip type air, car, hotel, rail or combined
3. Fill in or select the Cities, Dates, Times and Preferences
4. Search
5. Once your segments are selected, you will be asked to Review and Reserve adding segment specific detail
6. A Virtual Invoice will be delivered to your email shortly after with ticket and travel information