Booking Terms and Definitions

You will be required to include one of the following booking types on the *Request Header* tab and for any *Segments* included in your request. Any travel booked using the Concur Booking Tool will automatically be pulled in based on the travel request entry. This does not include travel booked through World Travel or other offline booking resources.

Concur Online (Self Pay)	The traveler will book their own travel using the Concur Booking Tool. These expenses will be paid on the traveler's credit card.
Concur Online (Direct Bill)	The user will book their own travel using the Concur Booking Tool. Segments that are designated as "direct bill" in the travel request will automatically display with a university procurement card upon booking. Once a direct billed expense is booked, it will be verified by World Travel before being finalized.
World Travel (Self Pay)	Once the request is approved, the traveler will call World Travel to book on their behalf. These expenses will be paid using the traveler's credit card.
World Travel (Direct Bill)	Once the request is approved, the traveler will call World Travel to book on their behalf. World Travel will then verify the request and book using a university card.
Other Offline Booking	This designation is for booking any traveler-related expenses through a third party. The user will need to attach any information related to these expenses with their request. **This is not a recommended booking method.**
No Travel Booking	This is used for trips that have no costs being direct billed or reimbursed by the university. To use this, the "No Cost Trip" box must also be checked. A trip without travel booking might include group travel in which another traveler is submitting expenses, or when another entity other than UT is reimbursing the traveler for travel expenses.