



## Guest Booking Request Form

Please fill out this form if you would like to have the guest booking feature added to your travel profile in Concur. Send the completed form, to [travelandexpense@northeastern.edu](mailto:travelandexpense@northeastern.edu). By submitting this guest booking request form you agree to adhere to all Northeastern policies regarding travel. Additional requirements:

- Employee must use their corporate card when booking for a guest.
- Initial guest bookings must be made online. Employees and guests cannot call in to make a new booking over the phone.
- Employees must be the main point of contact when facilitating guest bookings.
- Any charges due to upgrades should be coordinated through the employee and will be the responsibility of the guest.
- It is the employee's responsibility to ensure all policies are followed.

The guest booking feature will allow you to make travel arrangements for guests and students. Employees will have to wait 24 hours after the role has been added to book using the guest booking feature. If you would like to arrange travel for a full time benefits eligible employee, please have the employee assign you as a travel assistant/arranger in Concur.

1. Employee name (your name):

---

2. Employee email:

---

3. Employee ID:

4. Department

---

5. Manager Name:

---

6. Manager Signature:

7. Date:

---

8. Who will you be booking for:     Guest of the university     Student

9. Please provide justification for your request to be a guest booker.

---

---