

Externally booked itineraries

Send your externally booked flight itinerary to plans@concur.com from your staff/student email address.

1. The email must be a direct communication from a booking engine to the traveller
or;
2. The email must contain only **one** pdf attachment of a booking confirmation sent from the Hotel or airline i.e. (e-ticket).
 - a. Leave the subject line blank
 - b. Leave the body of the email blank (remove any signatures)

See Below

