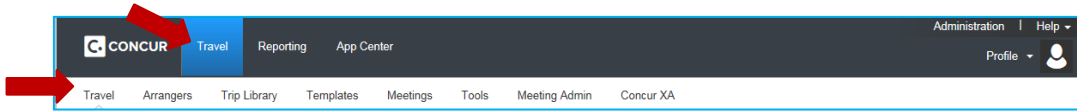


Travel Booking Guide

LOGIN

- ❑ Go to <https://ebs.msu.edu> to login
- ❑ Click either *Travel tab* on the left side of the page or in the header



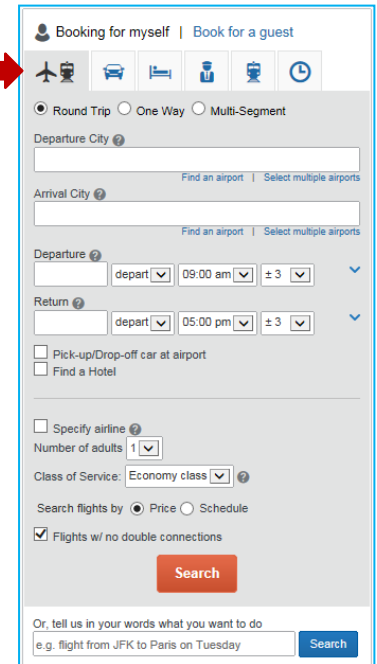
SIGN UP FOR E-RECEIPTS

- ❑ Click on **Sign up here** under **ALERTS**
- ❑ Click on **E-Receipt Activation**.
- ❑ Click on the **I Accept**



AIR / RAIL SEARCH

- ❑ On the **Air/Rail** tab, select one on the following: **Round Trip, One Way or Multi-Segment**
- ❑ Enter your **Departure City, Arrival City, Departure Dates and Times**
- ❑ Choose to **Pick up/Drop off** car at Airport
- ❑ Choose **Find a Hotel**. More selection parameters appear if hotel is needed
- ❑ Specify **Airline, select Number of Adults and Select Class of Service**
- ❑ In the Search Flights by field, select either **Price or Schedule**
- ❑ Click **Search**
- ❑ Click the **Price** for the flights you wish to reserve. **Reserve Air and Continue**



CAR RENTAL BOOKING

- ❑ Click on the **Car** tab
- ❑ Enter **Pick-up Date, Drop-off Date and Times**
- ❑ Choose to pick up at **Airport Terminal or Off-Airport**
- ❑ Enter pick up **Airport Code**
- ❑ Select **Return car** to another location or **More search** options, if applicable
- ❑ Click **Search**. Click **Select. Reserve Car and Continue**

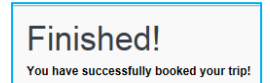
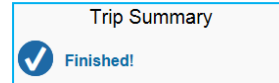
HOTEL BOOKING

- ❑ Click on the **Hotel** tab
- ❑ Enter **Check-in Date and Check-out Date**
- ❑ Choose location near **Airport, Address, Company Location or Reference Point/Zip Code**
- ❑ Use filter option if needed, **Names Containing or Add Another Hotel**
- ❑ Click **Search**, results are returned, Click **View Rooms**
- ❑ Choose room by clicking on the price of the room on right. **Reserve Hotel and Continue**



COMPLETE RESERVATION

- Complete all of the steps for booking air, car or hotel, selecting your options from the results pages
- Enter your trip information in the **Trip Name & Trip Description** field
- Enter any applicable reporting information in reporting fields, click **Next**
- To complete the booking, click **Purchase Ticket**
- When reservation is complete the screen will say **FINISHED**



ITINERARY / INVOICE

- When you click **Purchase Ticket**, a Concur booking confirmation is emailed to both the traveler and if applicable the arranger.
- A short time later (5 to 30 minutes) the person who booked the reservation will receive from Conlin Travel itinerary invoice.
- Keep this email for your records and if applicable forward to the traveler.