





USER GUIDE

 uab.edu/financialaffairs/traveling

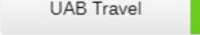
 travelservices@uab.edu

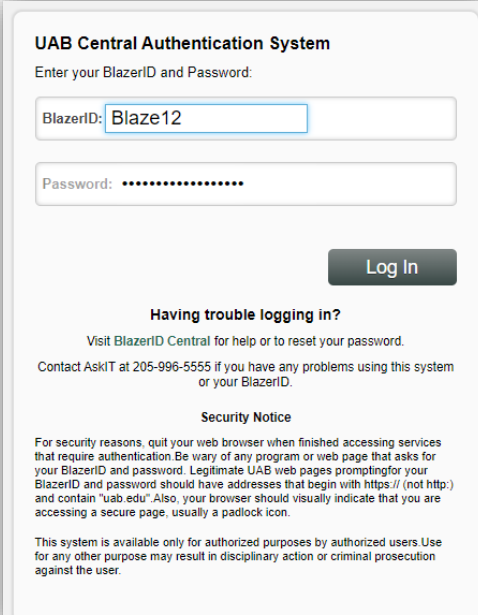
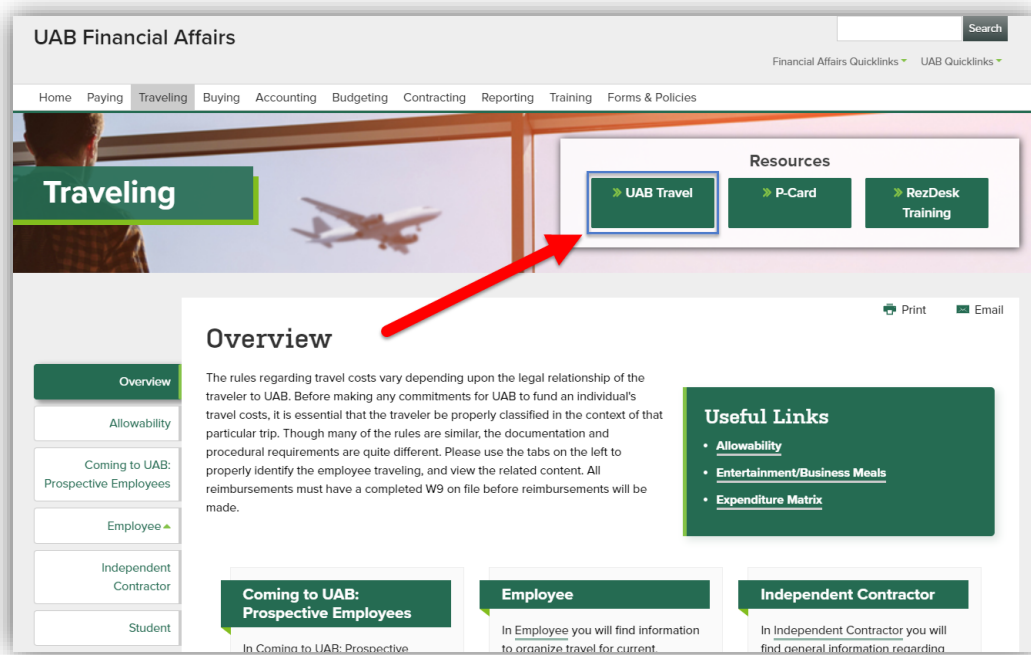
 205-934-4515

UAB
The University of
Alabama at Birmingham.

University Purchasing

Logging on to REZDESK

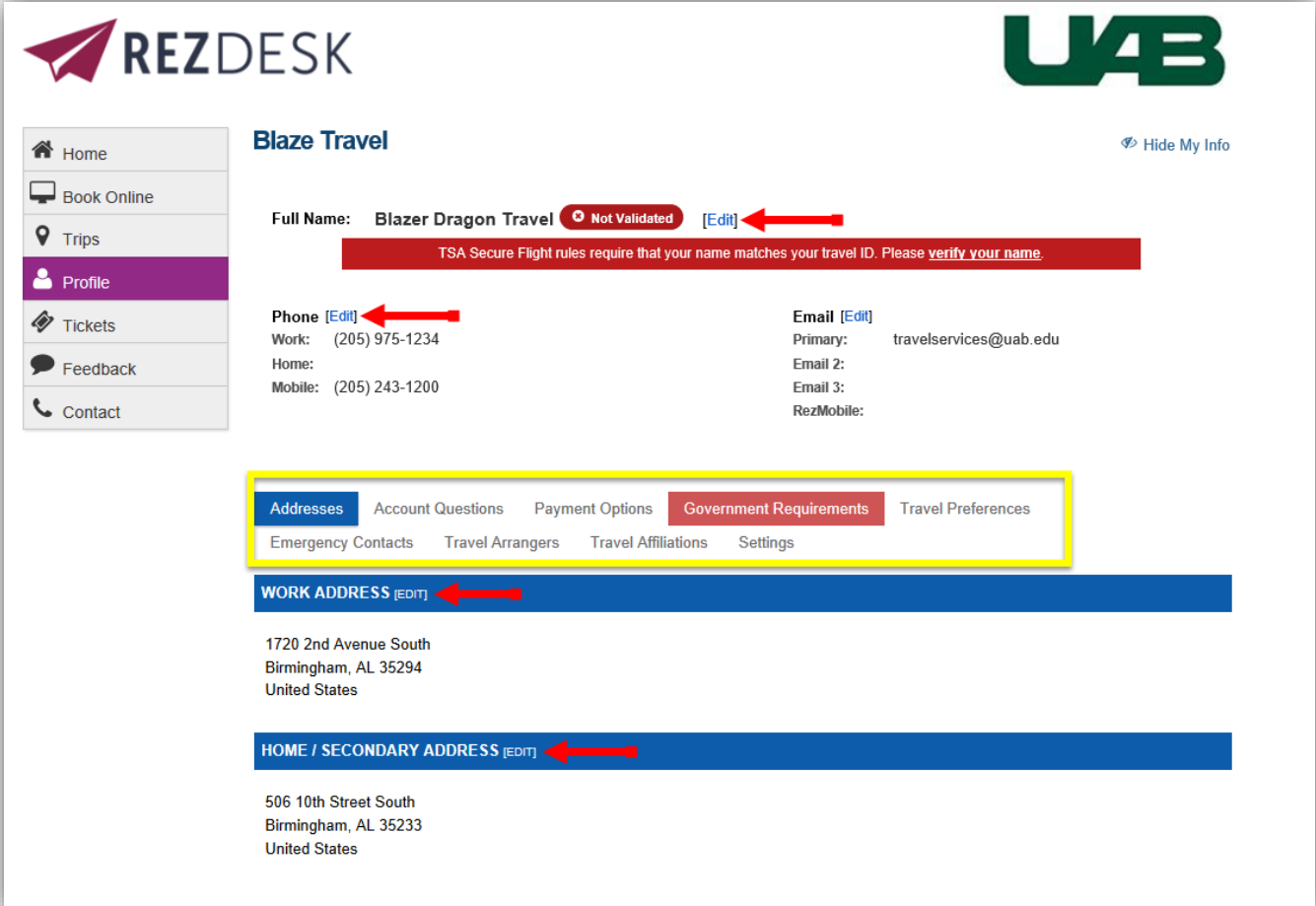
Users can access REZDESK via the  button located on the Administrative System page. Users will be redirected to the Financial Affairs webpage for Traveling, where they will select the **UAB Travel** button to log in to REZDESK via UAB Single Sign-on



The screenshot shows the 'UAB Central Authentication System' login page. It features a form with two input fields: 'BlazerID' and 'Password'. The 'BlazerID' field contains the text 'Blaze12'. Below the form is a 'Log In' button. Underneath the button, there is a section titled 'Having trouble logging in?' with a link to 'Visit BlazerID Central for help or to reset your password.' and contact information for 'AskIT' at 205-996-5555. A 'Security Notice' section follows, providing instructions on browser security and the system's purpose. The page is styled with a clean, professional layout and a light background.

Updating Your Travel Profile

Before you use REZDESK for the first time, you must update your Travel profile. The required actions are noted below in **Red**.



REZDESK **UAB**

Home Book Online Trips **Profile** Tickets Feedback Contact

Blaze Travel [Hide My Info](#)

Full Name: **Blazer Dragon Travel** **Not Validated** [\[Edit\]](#)

TSA Secure Flight rules require that your name matches your travel ID. Please [verify your name](#).

Phone [\[Edit\]](#)

Work: (205) 975-1234
Home:
Mobile: (205) 243-1200

Email [\[Edit\]](#)

Primary: travelservices@uab.edu
Email 2:
Email 3:
RezMobile:

Addresses Account Questions Payment Options **Government Requirements** Travel Preferences
Emergency Contacts Travel Arrangers Travel Affiliations Settings

WORK ADDRESS [\[Edit\]](#)

1720 2nd Avenue South
Birmingham, AL 35294
United States

HOME / SECONDARY ADDRESS [\[Edit\]](#)

506 10th Street South
Birmingham, AL 35233
United States

Personal Information

Full Name

You must **verify** that the first, middle and last names shown are identical to those on the photo identification that you will be presenting at the airport. **Update any fields that do not match your photo identification.** Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Addresses

Here is where you will update your work address. Home/Secondary Address is optional.

Contact Information

Telephone information is required so that agents can contact you or the traveler. **You must input either work or mobile phone number.**

Email Address

Your primary email address defaults to your BLAZERID@uab.edu. You may add additional email addresses if needed.

Emergency Contact

Enter any emergency contact information in this section.

Travel Preferences

In this section, you can update any discount travel rates, air travel preferences, hotel preferences, and car rental preferences.

Travel Affiliations

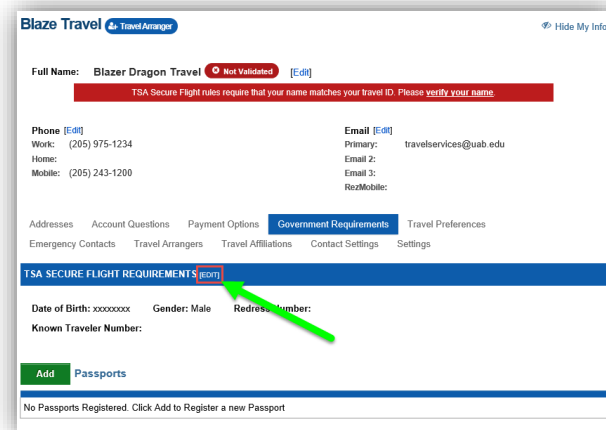
In this section, you can add your frequent-traveler/advantage program information.

Government Requirements

The Transportation Security Authority (TSA) requires that REZDESK/Concur booking tool transmit information collected from you. **Your gender and birth date are required fields.** If not provided, you may be subject to additional screening or denied transport or authorization.

Settings

If you are arranging travel on behalf of another user, then you will need to check the **I Arrange Travel for Other Travelers** checkbox.



The screenshot shows the 'Blaze Travel' profile page for 'Blazer Dragon Travel'. A red error banner at the top reads: 'TSA Secure Flight rules require that your name matches your travel ID. Please verify your name.' Below this, the 'Government Requirements' tab is active. The 'TSA SECURE FLIGHT REQUIREMENTS' section is highlighted in blue and contains fields for 'Date of Birth: xxxxxxxx', 'Gender: Male', 'Redress Number:', and 'Known Traveler Number:'. A green arrow points to the 'Known Traveler Number' field. At the bottom, there is an 'Add' button and a 'Passports' section with the text 'No Passports Registered. Click Add to Register a new Passport'.

Travel Arrangers

You can choose an assistant/arranger to view and modify your profile as well as to book travel and trips on your behalf. (Note: your assistant/arranger must have completed their REZDESK profile and selected the **I Arrange Travel for Other Travelers** option located under the **settings tab.**)

To add or change an assistant or travel arranger:

1. Select the **Travel Arrangers** tab
2. Click **Add** then search by the user's name or email
3. Select the desired arranger from the search results
4. Please select the checkbox(es) to allow them to book travel for you or assign them as your primary arranger

If you are a travel arranger and you want to edit one of your travelers' profiles:


1. Select the **Travel Arranger** tab located on the side menu bar
2. Select the desired user's name

Payment Options

Here you will add or edit any of your stored payment methods. If you do not add a credit card to your profile, then you will be required to enter your full payment details at the time of booking.

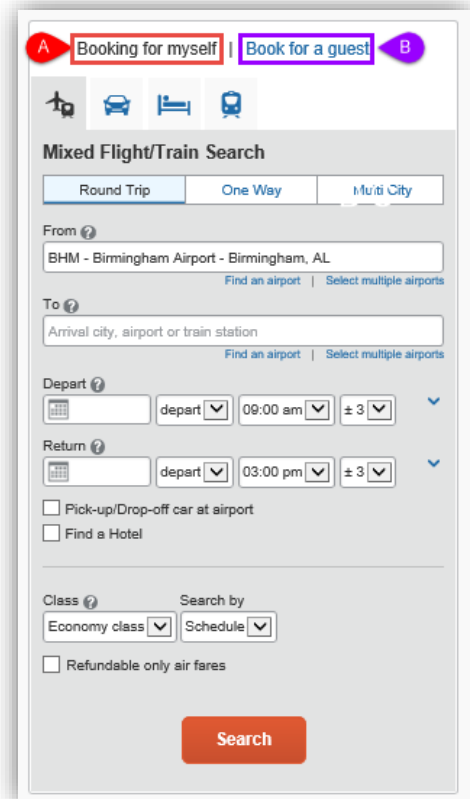
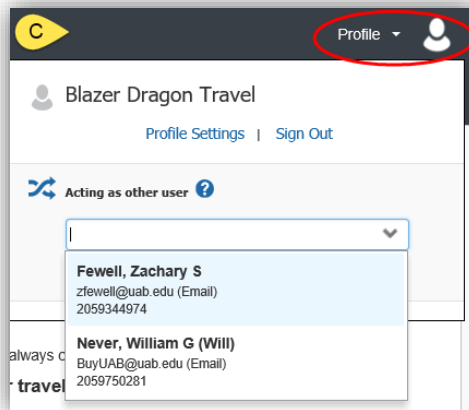
Booking a Flight

From the **REZDESK** menu, select the **Book Online** tab. You will then be directed to the SAP Concur home page.

- You can access the Flight  tab on the left side of the SAP Concur home page.
- Or, Select the **Travel** tab at the top of the screen.

Identify the Traveler

- Arranging travel for yourself: Select **Booking for Myself**
- Arranging travel for a guest: Select **Book for a guest** (**DO NOT** use this option for **UAB Faculty, Staff or Students**)
- Arranging Travel for **UAB Faculty, Staff, or a Student**: Look to the top right of the screen and select **Profile**. A pop up will open with the words “Acting as other user.” Select the appropriate user’s name and then click **Start Session**



Once you click, **Start Session**, your page header should change and display a green box stating the user you are acting as.




Step 1: Start the Search

To search for a flight

1. On the SAP Concur home page, on the **Flight** tab, select one of the following types of flight options:
 - Round Trip
 - One Way
 - Multi-City

2. In the **From** and **To** fields, enter the departure and arrival cities for your travel. When you type in a city, airport name, or code, Travel will automatically search for a match.

Note: Use the **Find an airport** and **Select multiple airports** links as needed.

3. Click in the **Depart** and **Return** date fields, and then select the appropriate dates from the calendar. Use the remaining fields in this section to define the appropriate time range.
4. Click the  arrow to the right of the time window to see a graphical display of nonstop flights available for the routing and date you have selected. This allows you to adjust your search criteria, and if necessary, to see/reserve nonstop flights.

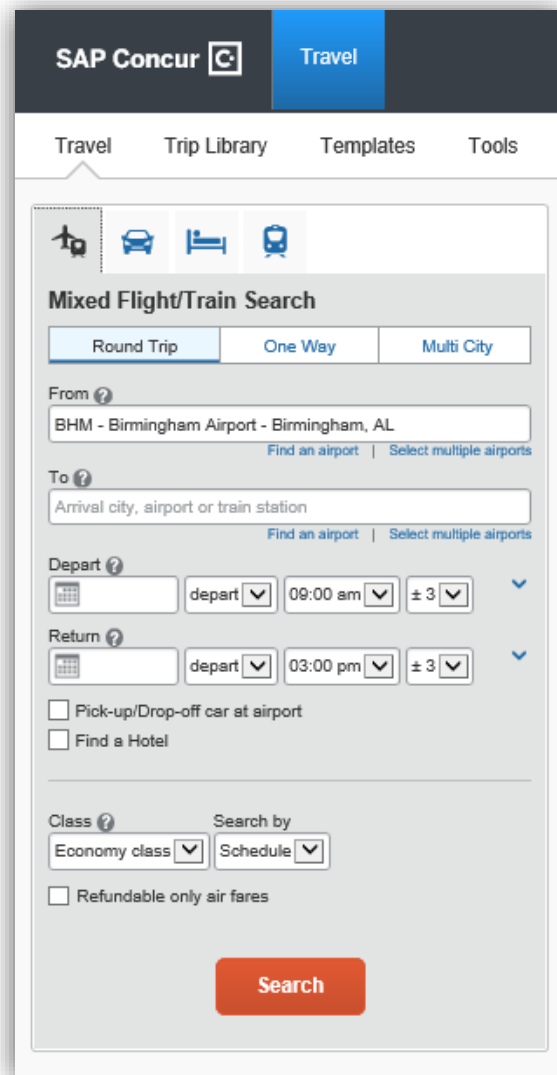
Notes:

- The graphical display is based on flight schedule data. It will not show any rail options, and it cannot take refundability or class of service preferences into account.

- Each green bar represents 30 minutes of time. Place your mouse pointer over a green bar to see all of the flights available for that time slot.

- If you change locations or dates, click refresh graph for more data.

5. From the **Search by** dropdown list, select either **Price** or **Schedule**.
6. Click **Search**.

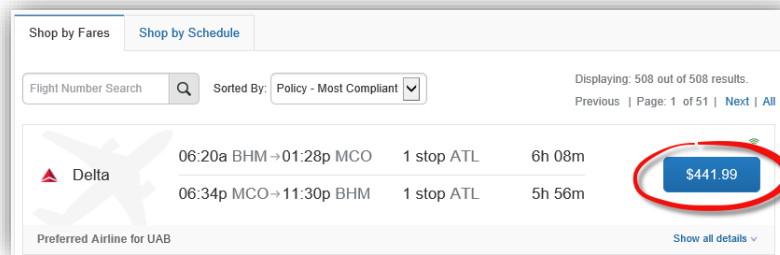


The screenshot displays the SAP Concur Travel search interface. At the top, the 'Travel' tab is active. Below the navigation bar, there are icons for different travel modes: a plane, a car, a bed, and a train. The main section is titled 'Mixed Flight/Train Search'. It includes three tabs: 'Round Trip' (selected), 'One Way', and 'Multi City'. The 'From' field contains 'BHM - Birmingham Airport - Birmingham, AL', with links for 'Find an airport' and 'Select multiple airports'. The 'To' field is empty, with a placeholder 'Arrival city, airport or train station' and similar links. The 'Depart' section has a calendar icon, a 'depart' dropdown, the time '09:00 am', a time range dropdown '± 3', and a refresh arrow. The 'Return' section has a similar layout with the time '03:00 pm'. There are two checkboxes: 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. At the bottom, there are dropdowns for 'Class' (set to 'Economy class') and 'Search by' (set to 'Schedule'), along with a 'Refundable only air fares' checkbox and a prominent orange 'Search' button.

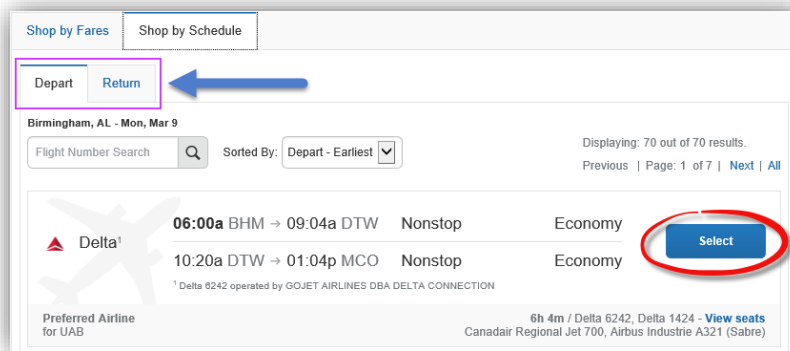
Step 2: Select a Flight

1. On the **Select Flights** page:

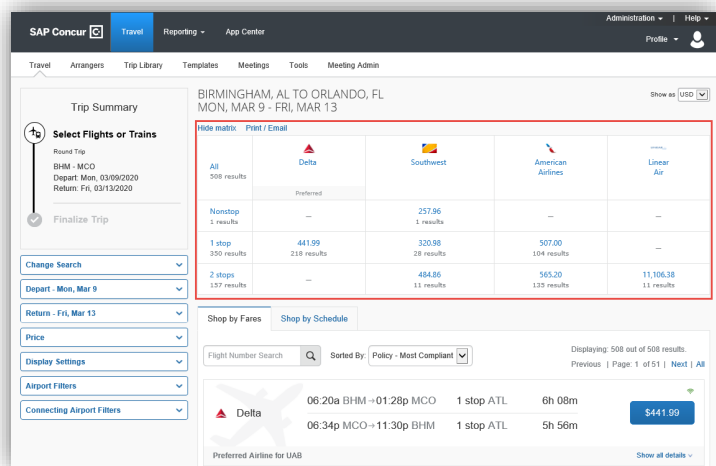
- If you selected **Price** on the previous page, the **Shop by Fares** tab is initially active. Click either the **Shop by Fares** or **Shop by Schedule** tab for the appropriate flight information.
- Select the fare button for the flights that you want to purchase.



- If you selected **Schedule** on the previous page, the **Depart** tab is initially active. Select the fare button for the flights that you want to purchase from the **Depart** and **Return** tabs.

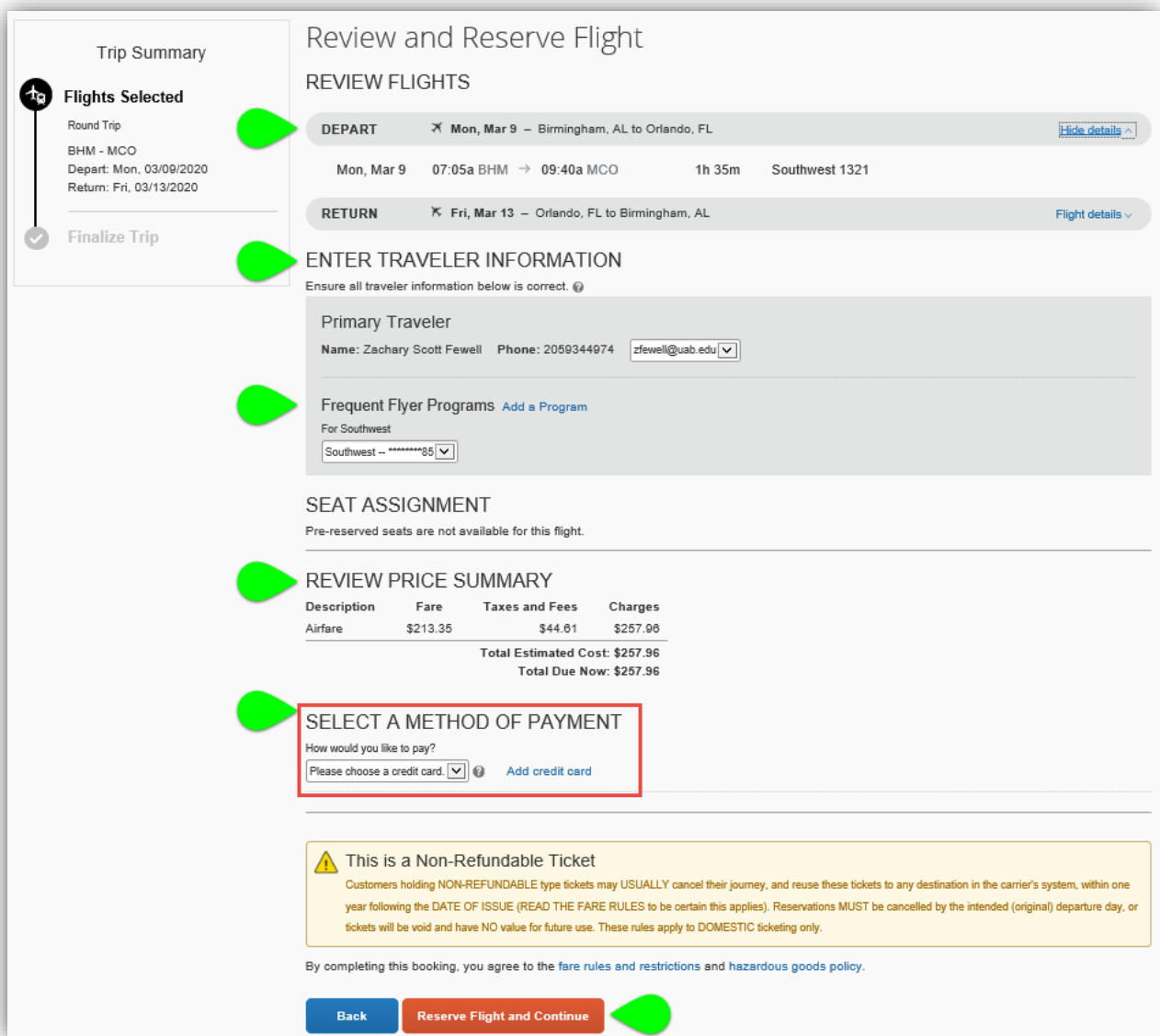


- To filter the results, select a column, row, or cell in the airline matrix at the top of the results screen or use the sliding scales on the left. You can easily switch between the **Shop by Fares** tab and the **Shop by Schedule** tab by clicking on the tab.



2. Review the flight details for your trip.

Note: Depending on the airline, you can click **View seat map** link to select your seat on the flight. Select the appropriate **Available** seat from the **Seat Map**.
3. On the **Review and Reserve Flight** page you can:
 - Review the flight details
 - Enter traveler information (if creating a Guest Booking)
 - Select/Add frequent flyer programs
 - Select your seat assignment
 - Review the price summary
 - Select/Add your method of payment



Trip Summary

Flights Selected

Round Trip
BHM - MCO
Depart: Mon, 03/09/2020
Return: Fri, 03/13/2020

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Mar 9 – Birmingham, AL to Orlando, FL [Hide details ^](#)

Mon, Mar 9 07:05a BHM → 09:40a MCO 1h 35m Southwest 1321

RETURN ✕ Fri, Mar 13 – Orlando, FL to Birmingham, AL [Flight details v](#)

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

Primary Traveler

Name: Zachary Scott Fewell Phone: 2059344974

Frequent Flyer Programs [Add a Program](#)

For Southwest

Southwest -- *****95

SEAT ASSIGNMENT

Pre-reserved seats are not available for this flight.

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$213.35	\$44.61	\$257.96
Total Estimated Cost:			\$257.96
Total Due Now:			\$257.96

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card. ⓘ [Add credit card](#)

⚠ This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#)
[Reserve Flight and Continue](#)

4. Click **Reserve Flight and Continue**.

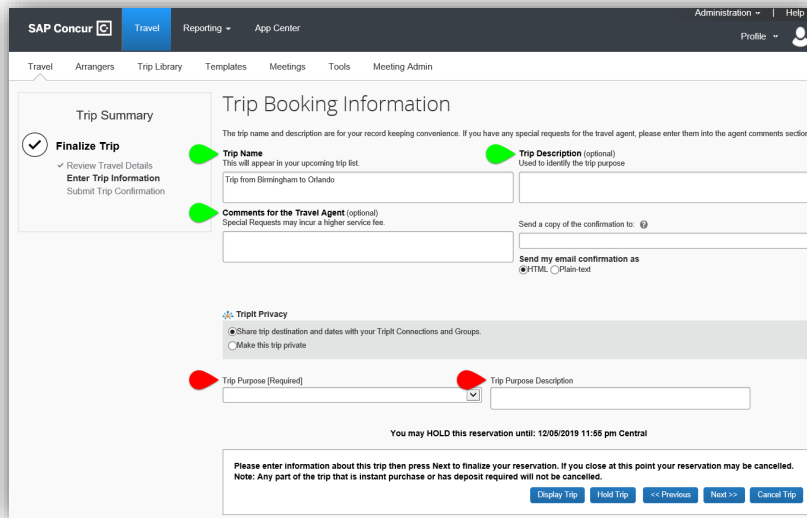
Step 3: Review the Travel Details page (itinerary)

Review and change your itinerary, if necessary.

1. In the **Trip Overview** section:
 - a) Review the information for accuracy.
 - b) In the **I want to** section, print or email your itinerary as appropriate.
2. In the **Flight** Section:
 - a) Verify the information for accuracy.
 - b) Click **Select Seat** or **Change Seat** to select or change your seat options (depending on the airline).
3. Review the remaining sections as necessary and make the appropriate changes.
4. Review the **Total Estimated Cost** section.
5. Click **Next**.

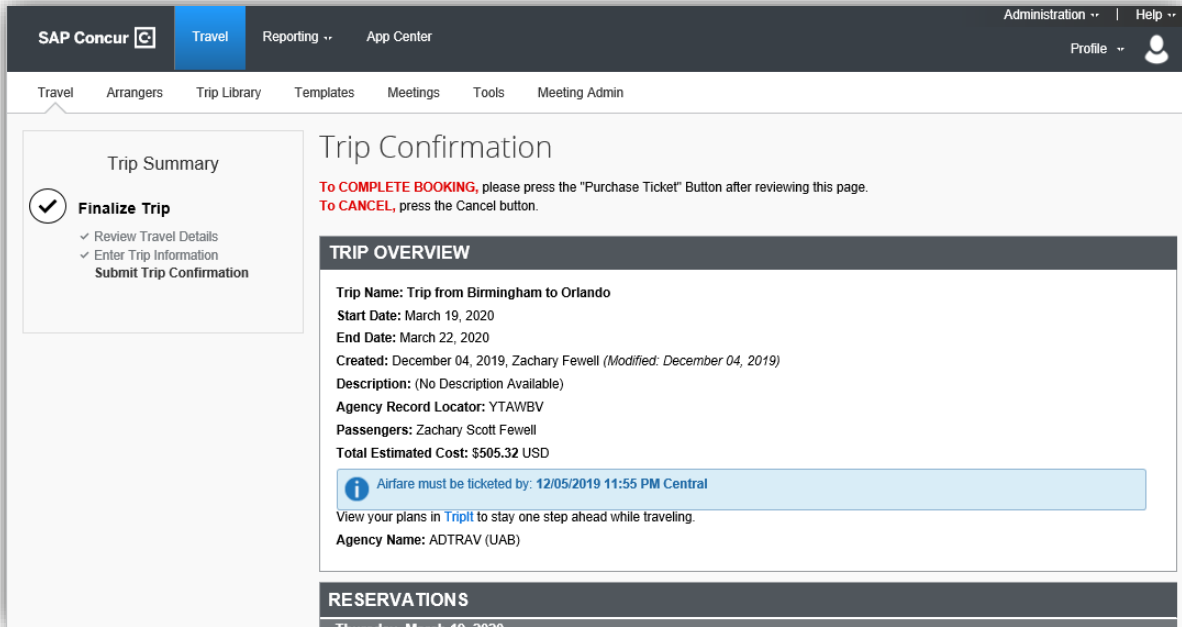
Step 4: Review the booking information

1. Use the **Trip Booking Information** page to enter additional information about your trip.



2. Enter or modify your **Trip Name**. This is how the trip will appear on your itinerary and in the automated email from SAP Concur.
3. Enter a **Trip Description** (optional).
4. Indicate if there is anyone else who should receive the initial confirmation email. Enter as many recipients as needed, separated by commas
 - If you book the trip, you will automatically receive the email.
 - If you book as an arranger, you will also receive the email.
5. Choose your preferred email format, either plain text or HTML.
6. Select the **Trip Purpose** from the dropdown. ****REQUIRED****
7. Click **Next**.

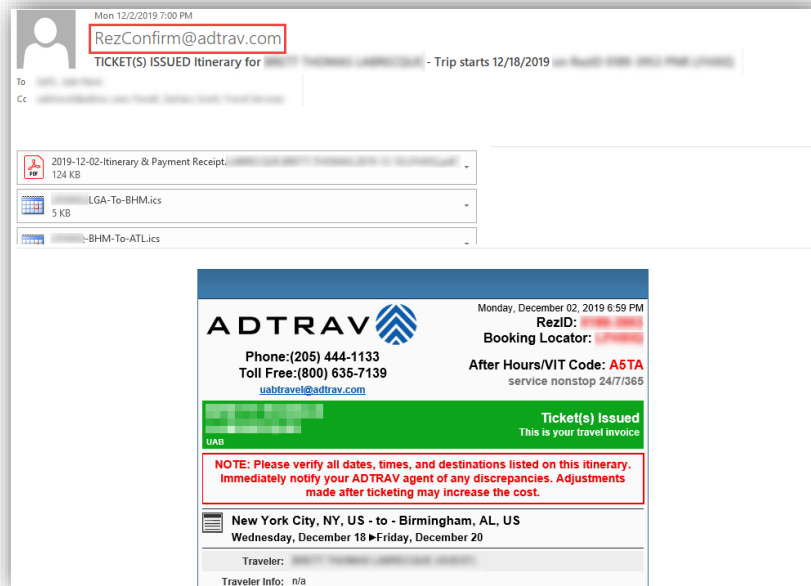
SAP Concur displays your itinerary on the **Trip Confirmation** page. This itinerary will include any messages about ticketing policies.



Step 5: Purchase the ticket

1. Click on the **Purchase Ticket** button to finalize your trip.

You will receive an email from **Concur Travel** containing your **Pending itinerary**. Once your ticket has been issued, you will receive an email from RezConfirm@adtrav.com



Please notify travelservices@uab.edu if you have not received your RezConfirm email within 1-hour of purchasing your ticket.