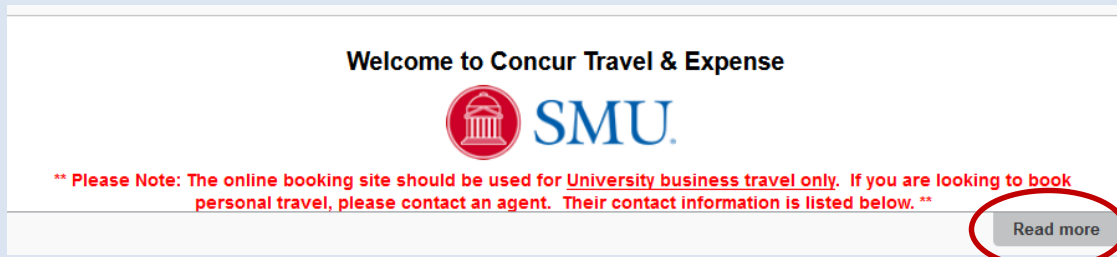


Make a Travel Reservation

SMU faculty and staff will be required to use Christopherson Business Travel within Concur for booking airfare, hotel and rental cars.

1. **Important: Remember to retrieve the Request ID before booking travel.** (This can be found under the requests tab.)
2. You can search for travel directly from the homepage. To view a travel demo on how to book create a travel reservation click the **Read more** button. Then, click [Travel Booking Demo](#).



3. **Making Changes to Existing Travel Reservations:**

Dedicated Agent Group – University Team: 888-220-1072

Email: SMUTravel@cbt.com

Emergency After Hours: 800-787-2702, VIT code – PJOO (emergencies only)