CONCUR Travel Information – FAQ

- When can I complete my travel profile? The self-registration link will be sent to all faculty/staff on Monday, May 6th by the Communications Office. DTS will approve self-registration information May 6th-12th.

- When will CONCUR be available to book and pay for travel? CONCUR will be available to book travel on May 13th.

- What type of information do travelers need to purchase travel in CONCUR? Once the traveler’s profile has been setup, an RTA, a departmental account number, and a State card (CLIBA/TAC) are required.

- What are the advantages of using a State card (CLIBA/TAC) as a method of payment? Travelers are eligible to receive the government fares and the additional UT System negotiated rates when purchasing airfare.

- What happens if a personal credit card is used instead of a State card to pay for a flagged GOVERNMENT FARE flight? Traveler may incur a $100 penalty in addition to the difference between the State fare and the regular coach fare determined by the airline.

- Where do I find the UTSA Concur website to book travel? https://www.concursolutions.com/

- Where do I find the UTSA Travel Resource website? http://ut-ctp.com/utsa/

- Where do I find the University of Texas Travel Resource website? http://ut-ctp.com/

Note: All travelers and travel arrangers must self-register and setup their profile in CONCUR. Travelers may grant access to departmental travel arrangers when setting up their travel assistant profiles in CONCUR.
Welcome to Contour

Your Account

Information Required Below to Continue
Registration for your account is quick and easy. Please fill in the following information.

Name on your ticket: 
Your account will be created under the University of Texas at San Antonio. Fill in your full name. If your name on your ticket does not match the name on your ticket, please contact your University of Texas at San Antonio Financial Aid.

Amount of assistance: 
Your account will be created under the University of Texas at San Antonio. Fill in your full name. If your name on your ticket does not match the name on your ticket, please contact your University of Texas at San Antonio Financial Aid.

Contact Information:

First Name: 
Last Name: 
Phone: 
Email: 
University of Texas at San Antonio

Contour Travel Department: 
If you did not receive a link from your registration department, please contact your registration department for self-service. You will receive a link from your registration department.

3. Once your submission is approved by UTSA personnel, you will receive an email and a verification email along with a link to create your password. You will receive your profile once that is completed.

4. Once that is completed you can start updating your profile.