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.