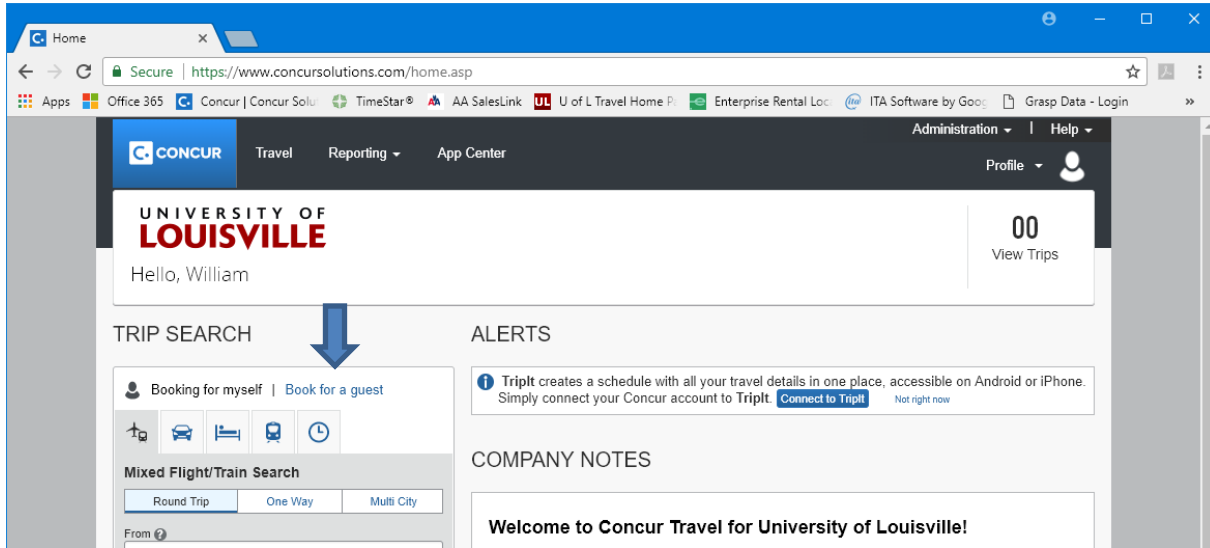**BOOKING FOR A GUEST**

Once you log in, before you begin your search, select "Book for a guest" under TRIP SEARCH.

Concur will then show you are "Booking for a guest" and you can proceed with your search.