

HOW TO BOOK BUSINESS TRAVEL WITH GANT TRAVEL

Before travel can be booked with Gant you will need to request a Gant login from Finance. This takes 24 to 48 hours to complete. Once your login has been established complete your travel profile at www.concursolutions.com.

- Confirm your name in your profile matches your official photo ID that you use at TSA Security Check In
- Complete phone contact information
- Add your air, hotel, and car loyalty program numbers
- Designate your seat preference

WORK WITH A TRAVEL AGENT:

Email an agent at the Travel Agent Desk: mdrt@ganttravel.com

Call an agent: Direct: 812-650-7127 | Toll-free: 877-883-4865

Normal Business Hours: 7:30 am-6:00pm (CT) Monday-Friday
After-Hour support is available via phone 812-650-7127

USE THE ONLINE CONCUR BOOKING TOOL:

Login at www.concursolutions.com and follow the prompts.

If you need support with the booking tool contact Concur Travel Online Support: Gantonline@ganttravel.com | Phone: 630-227-3825

Concur Travel: Air, hotel, and car rental may be booked via Concur. Once you complete your reservation, remember to select purchase. Your trip will appear in your Concur Trip Library.

Advance Seat Assignments: Gant's Seat Checker searches and secures seat preferences when not available at time of booking. Check-in with your airline 24 hours prior to departure for desired seat assignment. Many airlines release preferred seats 24 hours prior to departure or hold for airport check-in.

Cancellations: Cancel your flight before departure. Hotel reservations review your itinerary for advance cancellation policy. You may cancel via Concur or with Gant agent assistance.

Unused Tickets: Unused tickets and credits are stored in your Concur profile and Gant's agent profile. The applicable airline fee will be charged at time of ticketing (either deducted from the value of the unused ticket or the fee is charged to the credit card based on airline policy). On the Concur home page unused tickets are listed in ALERTS.

Emergency Service: Gant's after-hour team is available via phone support.