

QuickStart Guide
Concur® Travel

Concur™

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Concur® Travel QuickStart Guide

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18400 NE Union Hill Rd
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Welcome to Concur Travel

Welcome to Travel, Concur's powerful employee travel management solution that enables you to create travel bookings online.

Concur's Travel feature enables you to:

- Search the same vendor inventory that your travel agency uses.
- Find, coordinate, and reserve your airline, rental car, hotel, rail, limo, or dining reservations for your business travel.
- Comply with your company's travel policy when booking your travel.

Section 1: Log on to Concur

How to...

1. Log on to Concur following your company's logon instructions.

Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your company's administrator.

English (US) | English (UK) | Deutsch | Français | Français canadien | Español | Português (Brasil) | Nederlands | Italiano | Svenska | 日本語

Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

Concur®

Login

User Name

Password

☒ Remember user name on this computer

Login

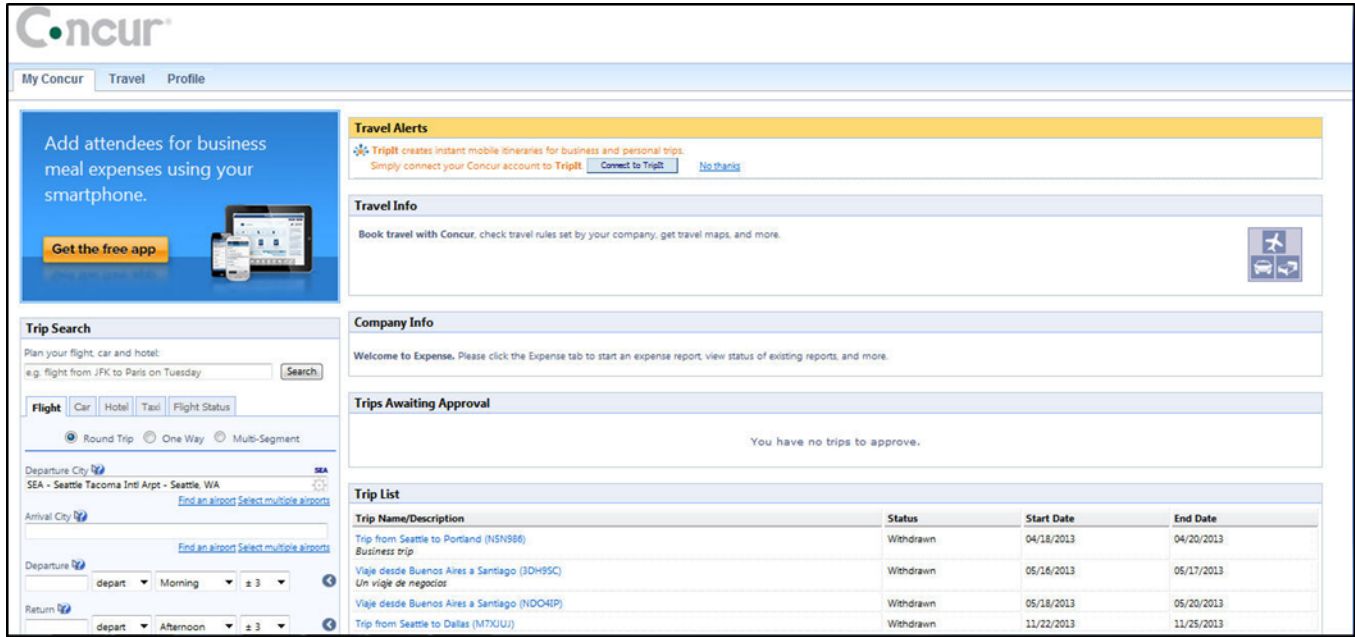
[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

TripIt

Concur now integrates with TripIt.
Login to learn more and connect. [Learn more about TripIt.](#)

Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.



How to...

Use the **Trip Search** section.

Explore the **Trip List** section.

Explore the **Trips Awaiting Approval** section.

Explore the **Travel Info** section.

Additional Information

This section provides the tools you need to book a trip with any or all of these: flight, car, hotel, limo, and dining.

This section appears on My Concur only if your company uses Travel.

This section lists your outstanding trips.

This section lists the trips awaiting your approval.

This section appears on My Concur only if you are a travel approver.

This section provides contact information for help with booking travel and general travel information.

Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.

Concur®

My ConcurTravelProfile

Add attendees for business meal expenses using your smartphone.

Get the free app

Trip Search

Plan your flight, car and hotel:
e.g. flight from JFK to Paris on Tuesday

Search

FlightCarHotelTaxiFlight Status

Round TripOne WayMulti-Segment

Departure City
MNL - Ninoy Aquino Intl - Manila

Find an airportSelect multiple airports

Arrival City

Find an airportSelect multiple airports

Departure
departMorning± 3

Return
departAfternoon± 3

Travel Alerts

Triplt creates instant mobile itineraries for business and personal trips.
Simply connect your Concur account to Triplt

Connect to TripltNo thanks

Travel Info

Book travel with Concur, check travel rules set by your company, get travel maps, and more.

Trips Awaiting Approval

You have no trips to approve.

Company Info

Welcome to Expense. Please click the Expense tab to start an expense report, view status of existing reports, and more.

Trip List

Trip Name/Description	Status	Start Date	End Date
Trip from Seattle to Portland (NSN986) Business trip	Withdrawn	04/18/2013	04/20/2013
Viaje desde Buenos Aires a Santiago (3DH9SC) Un viaje de negocios	Withdrawn	05/16/2013	05/17/2013
Viaje desde Buenos Aires a Santiago (INDO4DP)	Withdrawn	05/18/2013	05/20/2013
Trip from Seattle to Dallas (M7XUJ)	Withdrawn	11/22/2013	11/25/2013

Section 3: Update Your Travel Profile

Before you use Travel for the first time, update your profile. You must save your profile before you first attempt to book a trip in Travel.

If you are a travel arranger, select the profile that you want to edit from the **You are Administering Travel For** dropdown menu (at the top of the Profile page).

Step 1: Change Your Password

Your company decides if you can change your password. If allowed, you will change your password on the Profile tab.

How to...

1. On the **My Concur** page, select **Profile** from the menu at the top of the page.
2. On the **Profile** submenu, click **Change Password**.
3. In the **Old Password** field, enter your current (temporary) password.
4. In the **New Password** field, enter your new password.
5. Verify your new password by re-entering it in the **Re-enter Password** field.
6. Enter a word or phrase in the **Password Hint** field to act as a reminder if you forget your password, and then click **Save**.

Additional Information

If your company uses Single Sign On, you access Travel via your company's intranet. If that is the case, you will not see this option on the Profile menu nor will you be able to change your password. To change your password, you need to know your old or temporary password.

The screenshot shows the Concur web interface. At the top is the Concur logo. Below it is a navigation bar with tabs: 'My Concur', 'Travel', and 'Profile'. Under the 'Profile' tab, there is a sub-menu with options: 'Personal Information', 'Change Password' (which is highlighted), 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. On the left side, there is a 'My Profile' sidebar with three sections: 'Your Information' (containing links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards), 'Travel Settings' (containing links for Travel Preferences, International Travel, Frequent-Traveler Programs, and Assistants/Arrangers), and 'Other Settings' (containing links for E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Change Password (highlighted), Privacy Statement, Travel Vacation Reassignment, and Mobile Registration). The main content area is titled 'Change Password'. It contains a note: 'A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*&#). It cannot contain spaces. All fields are required.' Below this is another note: 'Note: Passwords are case sensitive.' There is a warning box that says 'This will change your password for all Concur products.' Below that are three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. At the bottom is a 'Password Hint' field with the text '(we will email this to you if you forget your password)'. At the very bottom are 'Submit' and 'Cancel' buttons.

Section 3: Update Your Travel Profile (Continued)

Step 2: Change your Time Zone, Date Format, or Language

How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.
2. On the **Profile** submenu, click **System Settings**.
3. On the **System Settings** page, update the appropriate information, and then click **Save**.

Additional Information

You can change the system and regional settings (number, currency, date, and time format).

The submenu is listed horizontally under the **Profile** tab. You can also hover over the **Profile** tab to view a dropdown version of the submenu.

The screenshot displays the 'My Concur' interface with the 'Profile' tab selected. The 'System Settings' page is open, showing various configuration options. The left sidebar lists navigation items: Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards, Travel Settings, Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers, Other Settings, E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Change Password, Privacy Statement, Travel Vacation Reassignment, and Mobile Registration. The main content area is titled 'Regional Settings and Language' and includes fields for Default Language (English (United States)), Number Format (1,000.00), Placement of Currency Symbol (Before the amount), Negative Number Format (-100), Negative Currency Format (-100), mile/km (mile), Date Format (mm/dd/yyyy), Time Format (h:mm AM/PM), Hour/Minute Separator (:), and Time zone (local time) (UTC-05:00 Eastern Time (US & Canada)). To the right, the 'Calendar Settings' section shows Start week on (Sunday), Start Day View At (8:00 AM), End Day View At (8:00 PM), and Default View (month). Below this, the 'Other Preferences' section includes Home Page and Rows per page (25). The 'Email Notifications' section at the bottom has several checkboxes for email alerts, all of which are checked. At the bottom right, there are 'Save', 'Reset', and 'Cancel' buttons.

My Concur Travel Profile
Personal Information Change Password **System Settings** Mobile Registration Travel Vacation Reassignment

My Profile
To edit the profile of someone other than yourself, select a name from the list to the right. If you have the self-assigning assistant permission, you may use the search button to locate users not already in the list. Me

Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Travel Settings
Travel Preferences
International Travel
Frequent-Traveler Programs
Assistants/Arrangers

Other Settings
E-Receipt Activation
System Settings
Connected Apps
Concur Connect
Change Password
Privacy Statement
Travel Vacation Reassignment
Mobile Registration

Regional Settings and Language
Default Language: English (United States)
Number Format: 1,000.00
Placement of Currency Symbol: Before the amount
Negative Number Format: -100
Negative Currency Format: -100
mile/km: mile
Date Format: mm/dd/yyyy
Time Format: h:mm AM/PM
Hour/Minute Separator: :
Time zone (local time): UTC-05:00 Eastern Time (US & Canada)

Calendar Settings
Start week on: Sunday
Start Day View At: 8:00 AM
End Day View At: 8:00 PM
Default View: month

Other Preferences
Home Page:
Rows per page: 25

Other Settings
☐ Run in Concur Accessibility Mode

Email Notifications
☒ Send an email every time something is put in or removed from my approval queue
☒ Send a daily summary of items in my queue
☒ Let me know when one of my requests is approved or denied
☒ Send Confirmation Emails
☒ Send Trip-on-Hold Reminder Emails
☒ Send Ticketed Travel Reminder Email
☒ Send Cancellation Emails

Save **Reset** **Cancel**

Section 3: Update Your Travel Profile (Continued)

Step 3: Update Your Personal Information

How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.
2. On the **Profile** submenu, click **Personal Information**.
3. On the **My Profile** page, update the appropriate information, and then click **Save**.

Additional Information

The submenu is listed horizontally under the **Profile** tab. You can also hover over the **Profile** tab to view a dropdown version of the submenu.

Complete these sections of your travel profile:

- Name & Airport Security
- Home Address
- Work Address
- Contact Information
- Emergency contact
- Travel Preferences
- Credit Cards

You must complete all fields marked **Required** (in orange) to save your profile.

Verify that the first and last name fields match the ID used at the airport.

If you cannot edit these fields, contact your travel agency or travel manager to make changes.

The country you select in the work address fields will determine the default map that appears on the **Concur Travel Map** tab.

There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.

The screenshot displays the Concur 'My Profile' page. The top navigation bar includes 'My Concur', 'Travel', and 'Profile'. Below this, a horizontal menu lists 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The 'My Profile' section is active, showing a sidebar with 'Your Information', 'Travel Settings', and 'Other Settings'. The 'Your Information' section is expanded, revealing fields for 'Personal Information', 'Company Information', 'Contact Information', 'Email Addresses', 'Emergency Contact', and 'Credit Cards'. The 'Personal Information' sub-section is selected, showing a 'To edit the profile of someone other than yourself, select a name from the list to the right. If you have the self-assigning assistant permission, you may use the search button to locate users not already in the list.' dropdown menu. Below this, a message states: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator. Fields marked (Required) must be completed to save your profile.' The 'Your Name and Airport Security' section contains fields for 'First Name' (Javier), 'Middle Name' (De Vega), 'Nickname', 'Last Name' (Cortez), and 'Suffix'. The 'Company Information' section includes fields for 'Employee ID' (jovierc@600103106pu), 'Manager' (John Petrucci), 'Employee Position/Title', and 'Org. Unit/Division'.

Section 3: Update Your Travel Profile (Continued)

Step 4: Set Up a Travel Arranger or Assistant

How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.
2. On the **Profile** dropdown menu, select **Personal Information**.
3. Click **Assistants** at the top of the page.
4. Click **Add an Assistant** to search for your assistant's last name.
5. In the **Search Criteria** field, enter the assistant's name.
6. Click **Search**.
7. Click the **Assistant** dropdown arrow.
8. Select the appropriate name from the dropdown list.
9. Select **Can book travel for me**.
10. Select **Is my primary assistant for travel**.
11. Click **Save**.

Additional Information

Use **Assistants & Travel Arrangers** to give other Travel users the ability to view and modify your profile or book travel and trips for you.

The primary assistant's name and work phone number become part of the traveler's GDS profile, if configured.

Important: Your assistant must have an existing Travel account before you can add him or her to your profile.

Hint: When searching, use the following format: *LastName,FirstName* (no spaces).

For example: Smith,June

The **Assistant** dropdown list shows any individuals that match your search criteria.

Use this option if you want to have this assistant included on any agency-generated emails about your trips. This will only occur if your Travel Management Company has configured your site to send information to your GDS profile.

The screenshot displays the 'Add an Assistant' dialog box overlaid on the 'Assistants and Travel Arrangers' section of a user profile page. The dialog box contains the following elements:

- Search Criteria:** A text field containing 'Chase'.
- Search What:** A dropdown menu set to 'Name, E-Mail, Log-in'.
- Search:** A button to execute the search.
- Assistant:** A dropdown menu showing 'Chase, Grant Edward (granto@concur.com)'.
- Permissions:** Two checked checkboxes: 'Can book travel for me' and 'Is my primary assistant for travel*'. A note below states: '*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

The background page shows the 'Assistants and Travel Arrangers' section with a 'Please select the individuals within your organization that you would like to give permission to perform travel functions for you.' message. It also includes a 'Go to top' link and an '+ Add an Assistant' button.

Section 4: Make a Travel Reservation

Step 1: Make a Flight Reservation

How to...

1. On the **My Concur** page, click the **Flight** tab at the left side of the page.
2. Select one of the following types of flight options:
 - Round Trip
 - One Way
 - Multi-Segment

The screenshot shows the 'Flight' tab selected in the top navigation bar. Below it are radio buttons for 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. The 'Departure City' field is populated with 'Seattle, WA - Seattle Tacoma Intl Arpt' and has a 'SEA' code. The 'Arrival City' field is empty. Below these are 'Departure' and 'Return' date and time selectors. The 'Departure' selector shows 'depart', 'Morning', and '± 3'. The 'Return' selector shows 'depart', 'Afternoon', and '± 3'. There are checkboxes for 'Pick-up/Drop-off car at airport', 'Find a Hotel', and 'Refundable only air fares'. At the bottom, there are radio buttons for 'Search flights by: Price' and 'Schedule' (selected), and a checkbox for 'Flights w/ no double connections:'. A 'Search' button is at the bottom right.

3. In the **Departure City** and **Arrival City** fields, enter the cities for your travel.
4. Click in the **Departure** and **Return** date fields, and then select the appropriate dates from the calendar.
5. If you need a car, select the **Pick-up/Drop-off car at Airport** checkbox.

Additional Information

If you have a car, hotel, limo, or rail to book without airfare, use the corresponding tabs.

When you type in a city, airport name, or code, Travel will automatically search for a match.

You can also select the appropriate **Departure** and **Return** times and time range. Travel searches before and after the time you select.

Depending on your company's configuration, you can automatically reserve a car, allowing you to bypass viewing the car results. After you select a vendor and car type, a car is automatically added to your reservation.

If you need an off-airport car or have other special requests, you can make these requests on the **Car Results** page or you can skip this step and add a car from the **Itinerary** page.

Step 1: Make a Flight Reservation (Continued)

How to...

6. If you need a hotel, select the **Find a Hotel** checkbox.
7. To search only fully refundable fares, select the **REFUNDABLE only** checkbox.
8. Select **Search flights by Price** or **Schedule**.
9. Click **Search**.

Additional Information

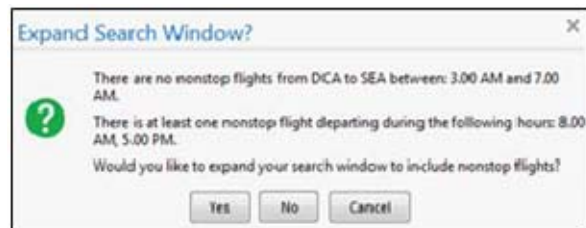
You can choose to search for the hotel by:

- Airport
- Address
- Company Location
- Reference Point / Zip Code (a city or neighborhood)

If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel from the **Itinerary** page.

The forward tab that you see on the search results screen will depend on which you select.

Depending on your company's configuration, you might be notified that there are non-stop flights, but they don't exactly fit the times you have entered. If you want, you can change your search criteria to include non-stop flights.



To filter the results, select a column, row, or cell in the airline grid at the top of the results screen or use the sliding scales on the right. You can easily switch between the **Shop by Fares** tab and the **Shop by Schedule** tab by clicking on the tab.

You can also click the **more like this** link, and then select either **Outbound flight** or **Return flight** to view more options for the selected flight.

Step 1: Make a Flight Reservation (Continued)

How to...

10. Review the search results on the **Shop By Fares** tab, and then click **Show Details**.
11. Select any green (unoccupied) seat and position the mouse pointer over a seat to see the seat number.

Additional Information

Click **show details** to expand flight information, to view fare rules and, if needed, to add or choose a different frequent flier program. Travel automatically selects the corresponding frequent flier program from the profile, if available.


To select a seat, click the **View Seatmap** icon next to the flight. A code for seats appears at the bottom of the page, showing which seats are available, occupied, or considered preferential.


Select preferential seats (highlighted in yellow) if you have preferred status on the selected airline. Your frequent flyer number must be in your Travel profile. If you select a preferential seat and this information is not in Travel, your seat request might not be honored.

Some seats are marked handicapped and can only be selected by a travel agent. If you are entitled to a handicapped seat, make sure your travel agent is aware of your situation.

http://rqa3-cb.outtask.com/twPopup/popup_seatmap.asp?airv=A5&fltnum=660&bic=V&startdt=2010-12-27&numseats=1&startcity=SEA&endcity=DFW

Seat Map

 **Alaska Airlines Flight: 660 Boeing 737-900**
Seattle Tacoma Intl Arpt (SEA) - Dallas Ft Worth Intl (DFW)
12/27/2010
Seat Selection:



Seat assignment is subject to change up until time of departure

☐ Available seat ☐ Occupied seat ☐ Preferential seat ☐ Exit row ☐ Selected seat

! Preferential seating is not generally available for discounted fares, or travelers without higher levels of frequent flyer status.

Step 1: Make a Flight Reservation (Continued)

How to...

- Click the appropriate seat to select it, and then click **Select Seat**.
- Once you have made your seat selection, click **Close**. Repeat for all flights.
- From the **Shop By Fares** tab, click **Reserve** to select your airfare.

Additional Information

To change your seat, click the seat you prefer. Point to a seat to view the seat number.

After you select your seat for a flight, you can either click **Change Seat** or select the next flight in your reservation. Travel will prompt you to save your new seat selection.

Policy information appears next to the **Reserve** button. The **Reserve** buttons are color coded as:

- A *green* **Reserve** button indicates the fare is within policy.
- A *yellow* **Reserve** indicates the fare is outside of policy. If you select this fare, you must enter additional information. Yellow buttons will not appear if your company uses Concur Standard.
- A *red* **Reserve** button indicates the fare is outside of policy. If you select this fare, you must enter additional information and wait for manager approval. The trip will not be ticketed until it is approved by a manager.

Concur

My Concur | Travel | Profile

Home | Trip Library | Templates | Policy | Profile | Tools

Seattle, WA To Dallas, TX Fri, Jun 7 - Sun, Jun 9

Print / E-mail

Change Flight Search

Outbound - Fri, Jun 7

Depart: 5:05 AM - 9:00 AM

Arrive: 11:50 AM - 9:23 PM

Return - Sun, Jun 9

Depart: 4:00 PM - 9:55 PM

Arrive: 7:55 PM - 1:24 AM

Price: \$334.70 - \$731.10

Display Settings

Hide Non-refundable Fares

Hide Propeller Planes

Baggage Fee Policies

Hide matrix

All	American	Multiple Carriers	Virgin America	Alaska Airlines	United	Frontier	Delta	US Airways
Nonstop 14 results	343.80 9 results	343.80 4 results	..	362.80 1 results
1 stop 128 results	334.70 34 results	334.70 40 results	356.60 1 results	373.70 3 results	414.10 20 results	414.60 2 results	415.60 15 results	490.60 13 results

Show fare display legend

Shop by Fares | Shop by Schedule

Sorted By: Price - Low to High

Expand All Details

Displaying: 142 out of 142 results.

<<Previous | Page: 1 of 15 | Next>> | All

Price	Carrier	Depart	Arrive	Stops	Duration
\$334.70	American	SEA 6:15am	DFW 4:05pm	1	7h 50m
Reserve		DFW 9:55pm	SEA 12:10am	0	4h 15m
Compare					
\$334.70	American	SEA 7:14am	DFW 4:05pm	1	6h 51m
Reserve		DFW 9:55pm	SEA 12:10am	0	4h 15m

Section 4: Make a Travel Reservation (Continued)

Step 2: Select a Car

How to...

1. If you selected **Pick Up/Drop off Car at airport** on the **Flight** tab, you will see the results for the car search.
2. Select the appropriate rental car, and then click **Reserve**.

Additional Information

If you selected **Automatically reserve this car**, Travel will add your car and then display your hotel results.

You can sort the car results to help find your selection.

Yellow diamonds indicate preferred vendors and your preferred car type will be selected automatically.

Depending on your company's configuration, you might be able to select **In-car GPS system** or **Ski rack** under **Car booking options** on the right. Other preferences or car program ID numbers can also be added.

Picking up the car at: (DFW) on 10/18/2010 12:51 PM
Returning on 10/19/2010 6:55 PM

[Print / E-mail](#)

[Hide matrix](#)

All 34 results	Economy Car	Compact Car	Intermediate Car	Full-size Car	Standard Car	Intermediate Car Hybrid
	45.00	45.00	46.00	48.00	48.00	--
	38.00	40.00	42.00	44.00	43.00	--
	43.00	43.00	44.00	46.00	46.00	--
	60.76	60.76	--	64.09	61.87	119.63
	53.00	53.00	56.00	60.00	58.00	--
	53.00	53.00	55.00	59.00	57.00	--

Displaying: 7 out of 34 results.

Sorted By: **Policy - Most Compliant**

Economy Car (Worldspan)

\$45.00 per day
(Corporate rate)

[Reserve](#)

Unlimited miles
Automatic transmission
Total cost **\$132.59***

Economy Car (Worldspan)

\$38.00 per day
(Corporate rate)

[Reserve](#)

Unlimited miles
Automatic transmission
Total cost **\$114.79***

Car booking options

☐ In-car GPS system ☐ Ski rack

Other Car Preferences:

Use the following Car Program:

[+ Add car Mileage Program](#)

☒ Use my default credit card: 'My Corporate Credit Card'.

Change Car Search

Car Display Filters

Choose currency: **USD \$**

☐ Unlimited miles

☐ Air conditioning

☐ Hybrid

Car Transmission

☐ Automatic

☐ Manual

Section 4: Make a Travel Reservation (Continued)

Step 3: Select a Hotel

How to...

1. If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results appear after you choose your rental car.
2. To filter by hotel chain, , enter the chain name in the **With names containing** box next to the **Sorted by** box
3. Use the filter options to narrow your search by **Amenity** or **Chain**.
4. To filter by neighborhood, select the desired neighborhoods in the **Neighborhood** box on the right.
5. Click the **more info** link for a specific hotel to find more detailed information for the hotel.
6. Click **choose room** to view room rates.
7. When you are ready to reserve your hotel room, click the radio button next to the desired room type, and then click **Reserve**.
8. Review the information on the **Rate details/Cancellation policy** pop-up window, click to agree, and then click **Continue**.

Additional Information

You can sort the list of hotels by **Preference**, **Price**, **Rating**, **Distance** and **Policy**.

Depending on your company's configuration, you might be prompted to provide the hotel information if you are booking a roundtrip overnight stay without a hotel.

To filter by multiple chains, in the **Hotel chain** box on right, click **hide all** and then select only the chains you want displayed.

A map of hotels appears at the top of the page. Your company's preferred hotels are indicated with pink dots.

The **Reserve** buttons are color coded as follows:

- A *green* **Reserve** button indicates the hotel rate is within policy.
- A *yellow* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information. Yellow buttons will not appear if your company uses Concur Standard.
- A *red* **Reserve** button indicates the hotel rate is outside of policy. If you select this rate, you must enter additional information and wait for manager approval. The trip will not be ticketed until it is approved.

You will see a notification if a hotel is outside of policy. You can view the type of rate and room, as well as other information that is available from the agency system.

A *grey* or *yellow* diamond indicates that the hotel property is company preferred.

After clicking the **Reserve** button, the hotel confirmation page appears.

Step 3: Select a Hotel (Continued)

Check-in Mon, Oct 18 - Check-out Tue, Oct 19

[Hide Map](#) [Print / E-mail](#)

Hotel Preferences
 Room Type: Don't Care | Smoking Preference: Don't Care
☐ Foam pillows ☐ Rollaway bed
☐ Crib
 Other Hotel Preferences:
☒ Use my default credit card: 'My Corporate Credit Card'.

Change search	
Price	
Display Settings	
Neighborhood	
Hotel chain	
Hotel Amenities	

Sorted By: Preference With names containing:

Displaying: 71 out of 71 results.

Embassy Suites Dallas - DFW Airport North ...		2.24 miles	\$209
	2401 Bass Pro Drive Grapevine, Texas 76051	★★★★☆	\$379
E-Receipt Enabled		more info compare ↑	view rates ↗
Sleep Inn DFW North		1.94 miles	\$48
	Hackberry Creek 4770 Plaza Drive Irving, Texas 75063	★☆☆☆☆	\$82

Step 4: Complete the Reservation

How to...

1. Review the details of the reservation, and then click **Next**.
2. On the **Trip Booking Information** page, enter your trip information in the **Trip Name** and **Trip Description** fields.
3. Click **Next**.
4. Click **Purchase Ticket** to finalize your trip.

Additional Information

From here, you can add or make changes to the car, hotel as well as change the dates of the flight. Depending on your company's configuration you may be able to add Parking, Taxi or dining at this time.

The trip name and description data are for your record keeping. If you have any special requests for the travel agent, please enter them into the agent comments section. Some request may result in higher fees.

You will see the name and itinerary, along with the quoted airfare amount.

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

How to...

1. At the top of the **My Concur** page, click **Travel**.
2. On the **Upcoming Trips** tab, click the name of the trip you want to change.

Additional Information

Flight changes are available for e-tickets that include a single carrier.

If the trip is already ticketed but has not occurred, you can change the time and/or date of the flight. Your change options will be with the same airline and routing.

Directly contact your travel agency, the appropriate Website, or vendor if you did not book your trip using Travel.

Travel Alerts

TripIt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to TripIt. [Connect to TripIt](#) [No thanks](#)

Company Notes | Travel Map | **Upcoming Trips** | Trips Awaiting Approval | Remove Trips

Trip Name/Description	Status	Start Date	End Date
Trip from Seattle to Portland (NSN986) Business trip	Withdrawn	04/18/2013	04/20/2013
Viaje desde Buenos Aires a Santiago (3DH95C) Un viaje de negocios	Withdrawn	05/16/2013	05/17/2013
Viaje desde Buenos Aires a Santiago (NDO4IP)	Withdrawn	05/18/2013	05/20/2013
Trip from Seattle to Dallas (NFA)	Ticketed	06/07/2013	06/10/2013
Trip from Seattle to Dallas (M7X)	Withdrawn	11/22/2013	11/25/2013

Trip Actions

- View Itinerary
- E-mail Itinerary
- Change Trip
- View Trip History
- Create Template
- Cancel Entire Trip

3. From the **Trip Actions** menu, click **Change Trip**.
4. On the **Itinerary** page, select the portion of the trip you want to change.

From the **Itinerary** page, you can:









- Email your itinerary
- Change seat
- Change the flight day or time for travel (you cannot change the airline)
- Add, change, or cancel parking
- Add, change, or cancel a taxi
- Add, change, or cancel car rental
- Add, change, or cancel hotel
- Add, change, or cancel dining

5. To cancel your entire trip, click the **Upcoming Trips** tab.

When you cancel a trip, if your ticket is refundable, your ticket will be voided or refunded, as applicable. If your ticket is non-refundable, and you cancel it in accordance with the airline rules, an e-ticket will be retained that you can apply to future trips.

6. From the **Trip Actions** menu, click **Cancel Trip**, and then click **OK**.

Section 6: Action Buttons and Icons

Button/Icon Description	
	Airfare: Click to view your airfare booking information.
	Car Rental: Click to view booking information for your car rental.
	Lodging: Click to view your lodging booking information.
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions.
	Rail: Click to view your rail booking information.
	Reserve: Reserves the selected trip details.
	Seat map: Click to view the flight seat map.
	Yellow Diamond: Indicates a company preferred vendor.