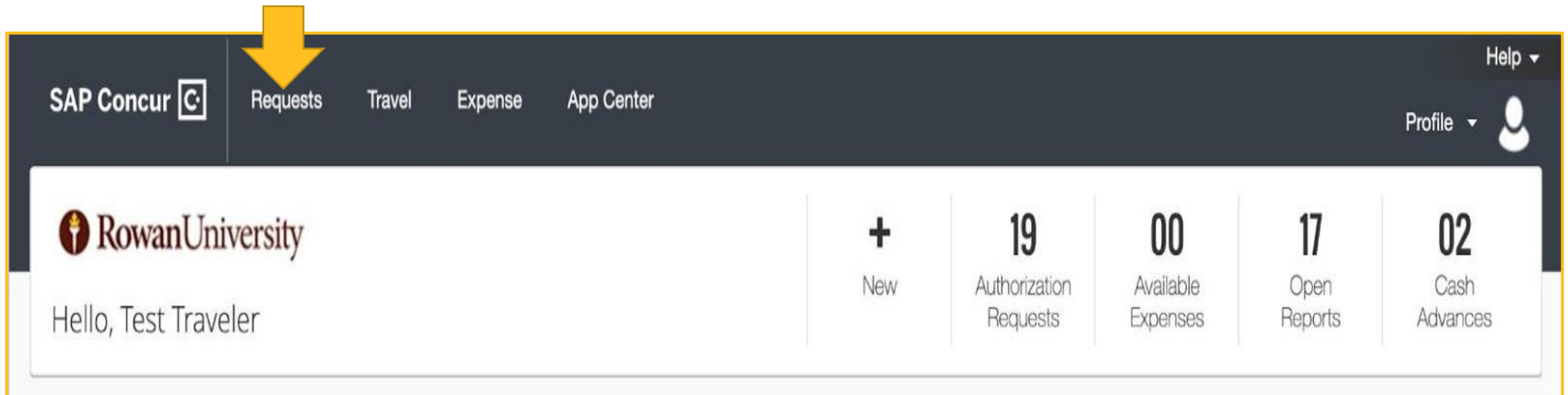# Booking Travel

How to Book a Car Rental once it's been approved.

Book Online Using the Concur website

To book your trip in Concur:

1. From the Concur home page, select **Requests.**

Book Online Using the Concur website

To book your trip in Concur:

2. This will bring you to the Manage Requests page which lists all of your active Requests. Locate the Request you want to book travel for.

Book Online Using the Concur website

To book your trip in Concur:

The Requests that have a status of **Pending on-line Booking** mean the Requests are approved and travel can be booked via Concur once you receive the approved Encumbrance #.

Book Online Using the Concur website

To book your trip in Concur:

3. Select the **Request Name** or select **Book** under the action heading for the Request.

☐	⚠	ATD Conference	3744	Pending on-line Booking		05/01/2020 05/06/2020	04/02/2020	$1,640.50	$0.00	$0.00	Book

Book Online Using the Concur website

To book your trip in Concur:

4. Your Travel Request will appear. Select **Book with Concur Travel.**

Booking a Car Rental

If your Request included a car rental and the rental was approved, the car search results will populate.

Booking a Car Rental

1. You can filter your search with the left menu.

   - Change car search – edit the information you included on the previous screen.

   - Car display filters – check the boxes filter out certain options.

Booking a Car Rental

2. You can filter the results with the matrix at the top of the page by company or type of car. The car sizes are listed in the top row and the car vendors are listed in the first column. The preferred companies are listed at the top of the matrix.

PICK UP: (PHL) ON SAT, MAY 9 12:00 PM
RETURN: SUN, MAY 10 12:00 PM
Show as USD

Hide matrix   Print / Email

All 78 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV	Stand
National — Most Preferred	46.50	55.51	58.02	61.45	60.50	64.14	99.07	92.86	55.51	
enterprise — Most Preferred	64.44	64.44	66.00	70.04	70.04	89.01	101.46	98.04	94.33	94
PAYLESS CAR RENTAL	28.36	29.36	30.21	47.41	--	--	--	87.93	75.65	87
Alamo	29.99	30.18	30.18	31.42	32.65	34.64	47.33	53.55	33.64	34

Booking a Car Rental

3. Below the matrix, you will see the car rental options. Use the **Sorted By** dropdown to sort the results.

Hide matrix   Print / Email

All 78 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV	Stand.
National Most Preferred	46.50	55.51	58.02	61.45	60.50	64.14	99.07	92.86	55.51	
enterprise Most Preferred	64.44	64.44	66.00	70.04	70.04	89.01	101.46	98.04	94.33	94
PAYLESS CAR RENTAL	28.36	29.36	30.21	47.41	--	--	--	87.93	75.65	8:
Alamo	29.99	30.18	30.18	31.42	32.65	34.64	47.33	53.55	33.64	34
Hertz	40.06	47.66	49.56	51.55	51.49	72.07	88.80	84.85	51.23	56
Budget	42.16	51.12	53.36	55.60	55.60	73.51	90.31	88.77	53.29	5!
AVIS	42.35	50.19	52.43	55.79	54.67	72.59	89.39	126.72	66.99	7(
Car Rental	60.11	61.33	68.68	--	84.61	--	--	121.01	--	

Sorted By: [Policy - Most Compliant ▾]

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Booking a Car Rental

4. Review the car rental options.

5. Select the **price** of the car you would like to book.

National
Economy Car - $29.33 per day (Apollo)

Automatic transmission
Unlimited miles, Pick-up: Terminal: PHL
Adults: 2, Children: 2, Large bags: 1, Small bags: 1**
(Corporate rate)

Total cost*
$46.50

Most Preferred Car Vendor for Rowan University / E-Receipt Enabled

Location details

enterprise
Economy Car - $43.75 per day (Apollo)

Automatic transmission
Unlimited miles, Pick-up: Terminal: PHL
Adults: 2, Children: 2, Large bags: 1, Small bags: 1**
(Corporate rate)

Total cost*
$64.44

Most Preferred Car Vendor for Rowan University / E-Receipt Enabled

Location details

Alamo
Economy Car - $16.06 per day (Apollo)

Automatic transmission
Unlimited miles, Pick-up: Terminal: PHL
Adults: 2, Children: 2, Large bags: 1, Small bags: 1**
(Corporate rate)

Total cost*
$29.99

Booking a Car Rental

6. A new window will appear. Use the drop-down to choose a reason for this travel option. Write an explanation in the text field below the drop-down.

Travel Rule Triggered ✕

This car is not in compliance with the following travel rule(s):

⚠ All car rentals require manager approval

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason -- ▼

Please explain why you have chosen this car. NOTE: We will log all cars which you did not take.

Save   Cancel

Booking a Car Rental

7. Select **Save.**

Travel Rule Triggered

This car is not in compliance with the following travel rule(s):

⚠ All car rentals require manager approval

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason -- ▼

Please explain why you have chosen this car. NOTE: We will log all cars which you did not take.

Save   Cancel

The selected fare was: $34.50
The least cost logical fare was:$24.60

Chosen:

National $34.50 daily rate Quoted, not guaranteed

National
- CorporateRate Economy Car Automatic transmission Air conditioning
- Pick-up: In the terminal
- Unlimited miles
- Dropoff: Pick-up location only

No options complied with the rules, but the following were the best available:

Booking a Car Rental

8. The Review and Reserve Car page will populate.

9. Verify all the information regarding your car rental is correct.

10. Provide rental car preferences.

11. Add a rental car agency program if needed.

Booking a Car Rental

12. Select **Reserve Car and Continue.**

Review and Reserve Car

Trip Summary

Car Selected

Pick-up: Fri, 05/01/2020
Drop-off: Wed, 05/06/2020

Finalize Trip

REVIEW RENTAL CAR

National Car Rental Location Details

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
Features	SAN: San Diego	SAN: San Diego
	12:00 pm Fri, 05/01/2020	12:00 pm Wed, 05/06/2020

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)   ☐ Include in-car GPS system

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ❓

Driver   Edit | Review all

Name: Test Traveler Traveler   **Phone:** 856-2464115   testtraveler@rowan.edu ▾

Rental Car Agency Program Add a Program

No Program selected ▾

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
National Car Rental	$34.50	May 01 - May 06	$268.23*

Total Estimated Cost: $268.23
Total Due Now: $0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

Back   **Reserve Car and Continue**