



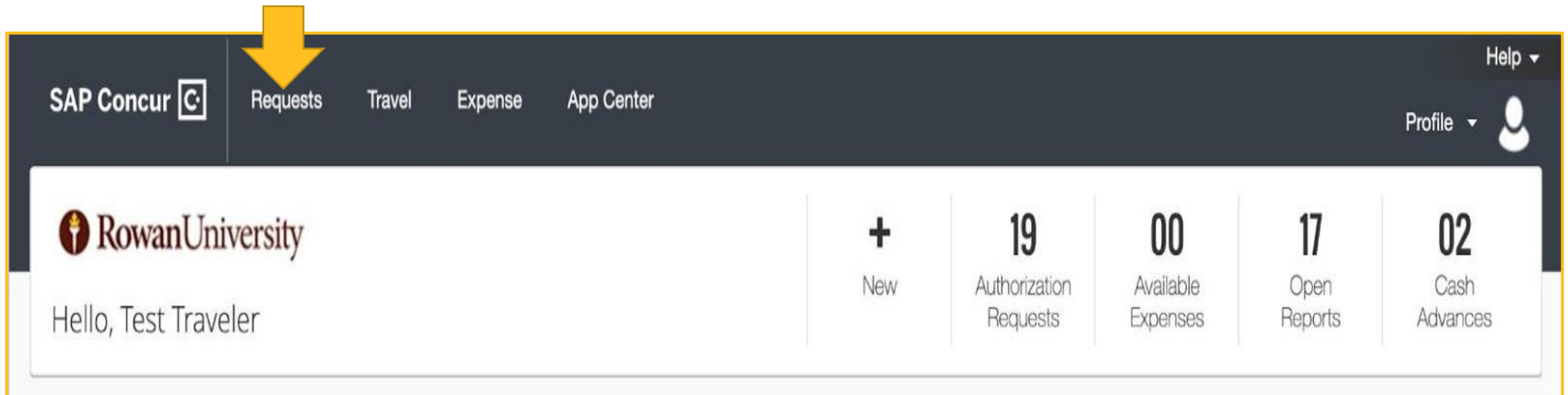
# Booking Travel

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.

The screenshot shows the SAP Concur 'Manage Requests' page. The top navigation bar includes 'SAP Concur', 'Requests' (selected), 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Requests', 'New Request', and 'Quick Search'. The main heading is 'Active Requests (15)'. To the right of this heading are buttons for 'Delete Request', 'Copy Request', and 'Close/Inactivate Request'. Below the heading is a 'View' dropdown menu. A search bar contains 'Request Name' and 'Begins With' dropdowns, followed by a 'Go' button. The main content is a table of requests:

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▼	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Educause Conference	36R3	Approved	05/13/2020 05/16/2020	02/07/2020	\$380.00	\$380.00	\$60.00	Expense
<input type="checkbox"/>	Montana	36X9	Approved	05/01/2020 05/05/2020	02/18/2020	\$1,163.52	\$1,163.52	\$1,163.52	Expense
<input type="checkbox"/>	ATD Conference	3744	Pending on-line Booking	05/01/2020 05/06/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	Book
<input type="checkbox"/>	TestForCashAdvance	36NJ	Not Submitted	04/26/2020		\$350.00	\$0.00	\$0.00	



# 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 #.

SAP Concur

RequestsExpenseApprovalsApp Center

Administration | Help

Profile

Manage RequestsNew RequestQuick Search

Active Requests (15)

Delete RequestCopy RequestClose/inactivate Request

View

Request Name

Begins With

Go

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Educause Conference	36R3	Approved	05/13/2020	02/07/2020	\$380.00	\$380.00	\$60.00	Expense
				05/16/2020					
<input type="checkbox"/>	Montana	36X9	Approved	05/01/2020	02/18/2020	\$1,163.52	\$1,163.52	\$1,163.52	Expense
				05/05/2020					
<input type="checkbox"/>	ATD Conference	3744	Pending on-line Booking	05/01/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	Book
				05/06/2020					
<input type="checkbox"/>	TestForCashAdvance	36NJ	Not Submitted	04/26/2020		\$350.00	\$0.00	\$0.00	



# 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.

<input type="checkbox"/>		ATD Conference	3744	Pending on-line Booking	05/01/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	<a href="#">Book</a>
					05/06/2020					

# Book Online Using the Concur website

To book your trip in Concur:

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

The screenshot displays the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and a user profile. Below the navigation bar, the main content area shows 'Request 3744' with a status of 'Pending on-line Booking' and an amount of '\$1,640.50'. The request details include 'Request/Trip Name: ATD Conference' and 'Reason for Travel:'. A yellow arrow points to the 'Book with Concur Travel' button, which is located in the bottom left of the request details section.

**Request 3744**

Request/Trip Name: ATD Conference  
Reason for Travel:

Status: Pending on-line Booking  
Amount: \$1,640.50


Attachments Print / Email Cancel Request Recall

Request Header Segments Expense Summary Approval Flow Audit Trail


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.



**Select a Car**



**Finalize Trip**

Change Car Search

Car Display Filters

☐ Unlimited miles

☐ Air conditioning

☐ Hybrid

**Car Transmission**

☐ Automatic

☐ Manual

Insurance should only be purchased for international rentals.



















PICK UP: (SAN) ON FRI, MAY 1 12:00 PM

RETURN: WED, MAY 6 12:00 PM

Show as USD

Hide matrix



Print / Email

All 87 results	 Economy Car	 Compact Car	 Intermediate Car	 Standard Car	 Full-size Car	 Premium Car	 Luxury Car	 Mini Van	 Intermediate SUV	Stand
 Most Preferred	268.23	268.23	274.94	281.05	288.67	389.99	453.83	449.97	--	
 Most Preferred	299.02	299.02	305.75	311.85	319.47	420.79	484.64	480.78	480.39	48
 Most Preferred	169.59	170.82	171.98	173.20	235.98	--	--	361.70	251.57	30
 Most Preferred	220.33	215.51	225.63	249.62	251.09	303.71	363.44	376.68	290.35	27
 Most Preferred	258.84	235.43	265.29	294.86	296.36	--	394.48	409.61	313.46	27
 Most Preferred	--	--	--	--	--	--	--	274.25	--	
 Most Preferred	296.43	295.20	282.24	363.49	330.62	329.98	400.03	426.25	316.79	31
 Most Preferred	--	--	334.08	334.08	334.08	334.08	334.08	--	432.66	
 Most Preferred	439.42	340.84	348.84	352.85	355.06	384.24	427.20	409.26	344.98	36

Sorted By: Policy - Most Compliant


Displaying: 87 out of 87 results.

Previous | Page: 1 of 9 | Next | All



**Economy Car - \$34.50 per day (Apollo)**

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



Total cost\*

**\$268.23**

This rate requires approval



# Booking a Car Rental

Change Car Search

Pick-up date

05/09/2020

12:00 pm

Drop-off date

05/10/2020

12:00 pm

Pick-up car at

☒ Airport Terminal ☐ Off-Airport

Please enter an airport.

PHL - Philadelphia Intl Airport - Philadelphia, PA

☐ Return car to another location

More Search Options

Search

Car Display Filters

☐ Unlimited miles

☐ Air conditioning

☐ Hybrid

Car Transmission

☐ Automatic

☐ Manual

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	94.33
PAYLESS CAR RENTAL	28.36	29.36	30.21	47.41	--	--	--	87.93	75.65	87.93
Alamo	29.99	30.18	30.18	31.42	32.65	34.64	47.33	53.55	33.64	33.64
Hertz	40.06	47.66	49.56	51.55	51.49	72.07	88.80	84.85	51.23	51.23
Budget	42.16	51.12	53.36	55.60	55.60	73.51	90.31	88.77	53.29	53.29
AVIS	42.35	50.19	52.43	55.79	54.67	72.59	89.39	126.72	66.99	66.99
Car Rental	60.11	61.33	68.68	--	84.61	--	--	121.01	--	--

Sorted By: Policy - Most Compliant




# Booking a Car Rental

- 4. Review the car rental options.
- 5. Select the price of the car you would like to book.





**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](#)





**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](#)



**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

Most Preferred Car Vendor for Rowan University / E-Receipt Enabled ?[Location details](#)



# 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

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# 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.


SaveCancel

The selected fare was: \$34.50

The least cost logical fare was: \$24.60

**Chosen:**

**National \$34.50 daily rate Quoted, not guaranteed**



- 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:**

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# 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.

Trip Summary

 **Car Selected**

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

 **Finalize Trip**

Review and Reserve Car

REVIEW RENTAL CAR

National Car Rental [Location Details](#)


Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
<a href="#">Features</a>	SAN: San Diego 12:00 pm Fri, 05/01/2020	SAN: San Diego 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

Name: Test Traveler Traveler Phone: 856-2464115

[Edit](#) | [Review all](#)

Rental Car Agency Program [Add a Program](#)

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

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# Booking a Car Rental

## 12. Select Reserve Car and Continue.

Trip Summary

 Car Selected

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

 Finalize Trip

Review and Reserve Car

REVIEW RENTAL CAR

National Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
<a href="#">Features</a>	SAN: San Diego 12:00 pm Fri, 05/01/2020	SAN: San Diego 12:00 pm Wed, 05/06/2020

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Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

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

