



Booking Travel

Using the Concur Website or a 3rd Party website



Overview

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- View Upcoming Travel
- Options for Attaching Receipts to Expense Items
- Contact Us



Overview


- An approved Request is required before making any travel reservations. Once the Request is approved, you will receive an encumbrance number via email. You may now utilize the Book feature in Manage Requests.
- If you do not book your travel from an approved Request and go straight to the Travel page, the system will not allow you to book the travel you selected and will prompt you to submit a Request.





Book Online Using the Concur website





Booking online using the Concur website is Rowan University's preferred method of booking travel.

The screenshot displays the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted), 'Expense', and 'App Center'. On the right, there are links for 'Help', 'Profile', and a user icon. Below the navigation bar, a secondary menu shows 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into two columns. The left column features a 'Mixed Flight/Train Search' section with icons for flight, car, hotel, and train. It includes a message: 'Please start Request / Approval prior to booking Travel'. Below this, there are tabs for 'Round Trip', 'One Way', and 'Multi City'. The 'From' field is set to 'PHL - Philadelphia Intl Airport - Philadelphia, PA', and the 'To' field is empty. A 'Search' button is at the bottom of the search section. The right column contains 'Travel Alerts' with two messages: one about a free Triplt Pro subscription and another about signing up for e-receipts. Below the alerts are tabs for 'Company Notes', 'Upcoming Trips', 'Trips Awaiting Approval', and 'Remove Trips'. The 'Upcoming Trips' tab is active, showing a 'Welcome to Concur, Managed by Direct Travel' message. Below this, contact information for Direct Travel is provided, including a phone number, email address, and business hours.

SAP Concur  Requests **Travel** Expense App Center

Help  Profile 


Travel Trip Library Templates Tools


   

Please start Request / Approval prior to booking Travel

Mixed Flight/Train Search

Round Trip One Way Multi City


From 
PHL - Philadelphia Intl Airport - Philadelphia, PA
[Find an airport](#) | [Select multiple airports](#)



To 
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search


[Show More](#)

Travel Alerts

 As a Rowan University employee, you are eligible for a free Triplt Pro subscription. [Learn More and Activate](#) [Not right now](#)

 You haven't signed up to receive e-receipts.  [Sign up here](#)

Company Notes [Upcoming Trips](#) [Trips Awaiting Approval](#) [Remove Trips](#)

 **Welcome to Concur, Managed by Direct Travel**

Contact Information for Direct Travel:

To reach a travel counselor: 866-228-3916* or rowantravel@dt.com 8:00 a.m. - 5:00 p.m. ET, Monday - Friday (excluding holidays)

*Additional fees may apply for call outside of business hours and should be used for Emergency travel services.

Online Travel booking support: (800) 999-7939 or onlinetoolsupport@dt.com 8:00 a.m. - 8:00 p.m. ET, Monday - Friday (excluding holidays)



Book Online Using the Concur website

Benefits to booking via Concur:

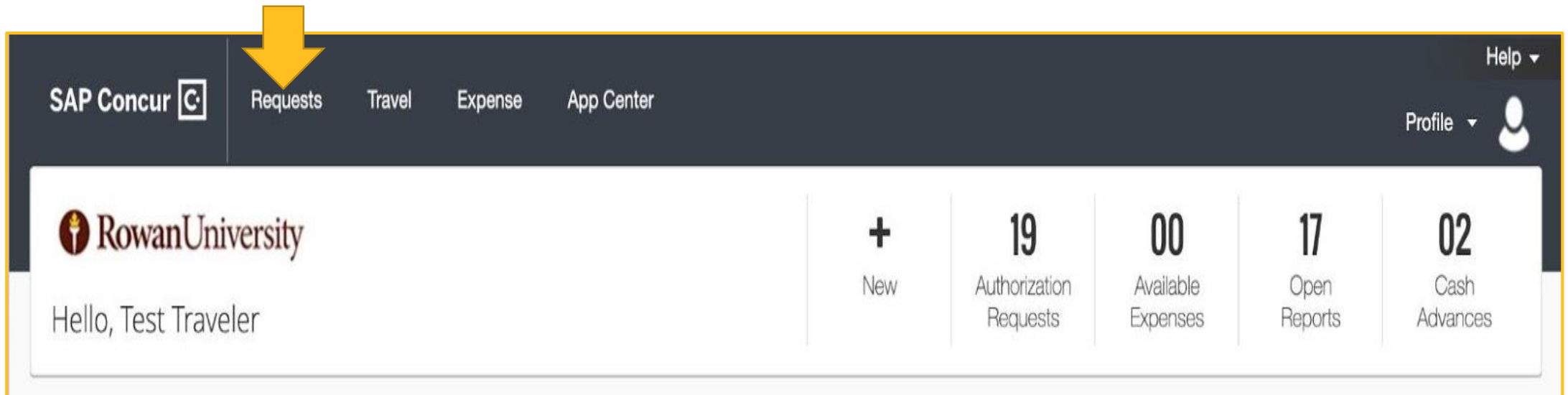
- The online booking tool is integrated within Concur creating one go-to place for Requests, Travel Booking, and Expense Reporting.
- All of your memberships, frequent flyer miles, etc. that are saved in your profile will be automatically applied to your booking.
- Some of the information from your travel booking will auto-populate into your Expense Report.



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.

SAP Concur

Requests

Expense

Approvals

App Center

Administration | Help

Profile

Manage Requests

New Request

Quick Search

Active Requests (15)

Delete Request

Copy Request

Close/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
<input type="checkbox"/>	Montana	36X9	Approved	05/16/2020	02/18/2020	\$1,163.52	\$1,163.52	\$1,163.52	Expense
<input type="checkbox"/>	ATD Conference	3744	Pending on-line Booking	05/05/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	Book
<input type="checkbox"/>	TestForCashAdvance	36NJ	Not Submitted	05/06/2020	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.

	ATD Conference	3744	Pending on-line Booking	05/01/2020	04/02/2020	\$1,640.50	\$0.00	\$0.00	Book
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**.

SAP Concur  Requests Expense Approvals App Center Administration | Help Profile 


Manage Requests New Request Quick Search

Request 3744


Request/Trip Name: ATD Conference
Reason for Travel:

Attachments Print / Email Cancel Request Recall

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

Request Header  Segments Expense Summary Approval Flow Audit Trail

Book with Concur Travel

 **Air Ticket** Round Trip One Way Multi-Segment Amount: \$400.00

Outbound

From: Philadelphia Intl (Airport - PHL), Philadelphia, Pennsylvania
To: Lindbergh Intl (Airport - SAN), San Diego, California
Date: Friday, May 1, 2020 Depart at 11:00 am
Comment:

Return

Date: Wednesday, May 6, 2020 Depart at 03:00 pm



Book Online Using the Concur website

To book your trip in Concur:

- 5. Your itinerary will populate with the information you provided in the Segments section of your Request. You may have to enter more information regarding your travel.
Select Proceed to Booking.

SAP Concur

RequestsExpenseApprovalsApp Center

Administration | Help

Profile

Manage RequestsNew RequestQuick Search

Request 3744

AttachmentsPrint / EmailCancel RequestRecall

Status: Pending on-line Booking

Amount: \$1,640.50

Request/Trip Name: ATD Conference

Reason for Travel:

Request HeaderSegmentsExpense SummaryApproval FlowAudit Trail

Book with Concur Travel

Air Ticket

Round TripOne WayMulti-Segment

Amount : \$400.00

Outbound

From: Philadelphia Intl (Airport - PHL), Philadelphia, Pennsylvania

To: Lindbergh Intl (Airport - SAN), San Diego, California

Date: Friday, May 1, 2020 Depart at 11:00 am


Comment:

Return


Date: Wednesday, May 6, 2020 Depart at 03:00 pm

Booking Flights

1. If your Request included flights, the flight search results will populate.




Trip Summary



Select Flights or Trains


Round Trip
PHL - SAN
Depart: Fri, 05/01/2020
Return: Wed, 05/06/2020



Select a Car

[Remove](#)


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



Select a Hotel

[Remove](#)

Nights: 5
San Diego, CA
Check-in: Fri, 05/01/2020
Check-out: Wed, 05/06/2020



Finalize Trip

Change Search

▼

Depart - Fri, May 1

▲

Depart 07:00 A - 10:40 A

Arrive 10:31 A - 06:12 P







Return - Wed, May 6

▲

PHILADELPHIA, PA TO SAN DIEGO, CA
FRI, MAY 1 - WED, MAY 6

Show as USD ▼

Hide matrix [Print / Email](#)

All 189 results	 Frontier	 United	 Delta	 American Airlines	 Southwest	 Alaska Airlines
Nonstop 1 results	—	—	—	388.80 1 results	—	—
1 stop 186 results	126.38 1 results	182.40 81 results	314.40 30 results	327.06 64 results	339.46 8 results	342.40 2 results
2 stops 2 results	—	—	—	—	343.76 2 results	—


Shop by Fares

Shop by Schedule

Flight Number Search

Sorted By: Price - Low to High ▼

Displaying: 189 out of 189 results.
[Previous](#) | [Page: 1 of 19](#) | [Next](#) | [All](#)


 Frontier

08:53a PHL → 03:37p SAN 1 stop DEN 9h 44m

07:23p SAN ☾ 07:49a PHL 1 stop LAS 9h 26m

\$126.38

[Show all details ▼](#)

 United

07:52a PHL → 12:56p SAN 1 stop DEN 8h 04m

11:38a SAN → 11:59p PHL 1 stop DEN 9h 21m

\$182.40

[View Fares](#)

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Booking Flights

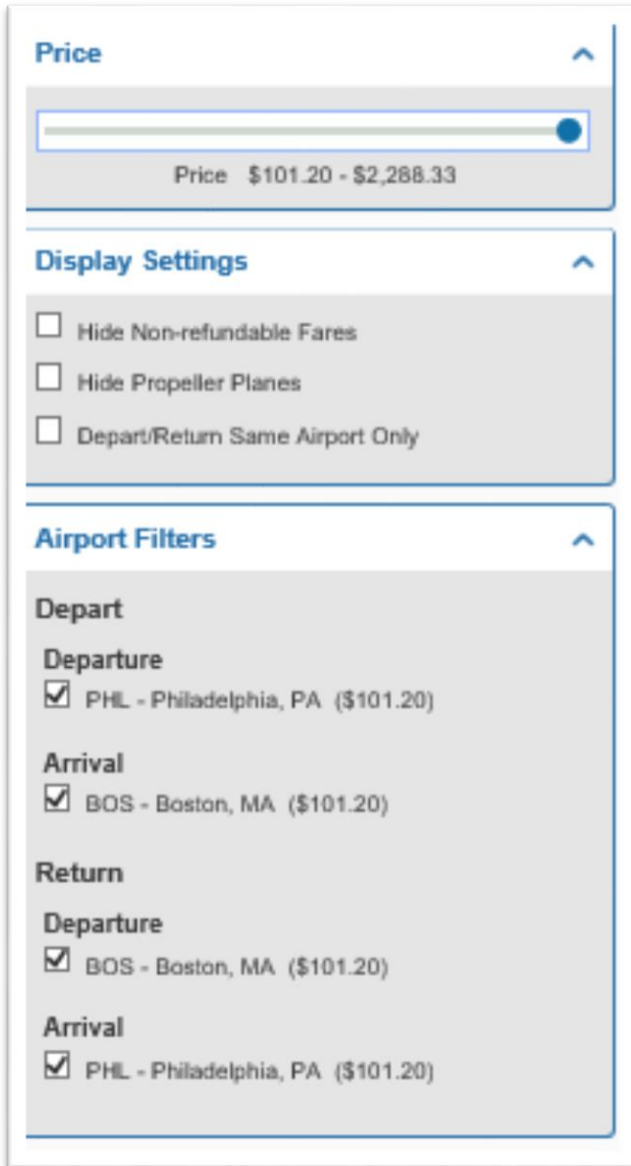
The screenshot displays a flight booking interface with the following sections:

- Change Search** (expandable section):
 - From:** PHL - Philadelphia Intl Airport - Philadelphia, PA (with links for "Find an airport" and "Select multiple airports")
 - To:** BOS - Boston Area Airports - Boston, MA (with links for "Find an airport" and "Select multiple airports")
 - Depart:** 05/09/2020, dep [dropdown], 09:00 am [dropdown], ± 2 [dropdown]
 - Return:** 05/10/2020, dep [dropdown], 03:00 pm [dropdown], ± 2 [dropdown]
 - Class:** Economy class [dropdown]
 - Search by:** Price [dropdown]
 - ☐ Specify a carrier [dropdown]
 - Search** button
- Depart - Sat, May 9** (expandable section):
 - Depart time slider: 07:00 A - 10:45 A
 - Arrive time slider: 01:04 P - 09:48 P
- Return - Sun, May 10** (expandable section):
 - Depart time slider: 01:00 P - 05:00 P
 - Arrive time slider: 02:38 P - 11:28 P

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

- Change search - edit the information you included on the previous screen.
- Depart and return - use the sliders to narrow down the time you want to travel.

Booking Flights



The screenshot shows a flight booking interface with three main filter sections on the left side:

- Price:** A slider bar is shown with a blue dot indicating the selected price range. Below the slider, the text "Price \$101.20 - \$2,288.33" is displayed.
- Display Settings:** A section containing three checkboxes:
 - ☐ Hide Non-refundable Fares
 - ☐ Hide Propeller Planes
 - ☐ Depart/Return Same Airport Only
- Airport Filters:** A section with expandable options for Depart, Return, and Connecting flights. Each option has a checked checkbox and a price in parentheses.
 - Depart:**
 - ☒ PHL - Philadelphia, PA (\$101.20)
 - Arrival:**
 - ☒ BOS - Boston, MA (\$101.20)
 - Return:**
 - Departure:**
 - ☒ BOS - Boston, MA (\$101.20)
 - Arrival:**
 - ☒ PHL - Philadelphia, PA (\$101.20)

2. You can filter your search with the left menu. *continued*
- Price - use the slider to narrow down the options by price.
 - Display settings - check the boxes to hide certain options.
 - Airport filters - nearby airports.
 - Connecting Airport Filters - check the boxes based on your connecting airport preference.







Booking Flights

- 3. You can filter the results with the matrix at the top of the page by stops or by a specific carrier by selecting in the appropriate square.

PHILADELPHIA, PA TO BOSTON, MA
SAT, MAY 9 - SUN, MAY 10

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

	 American Airlines	 Southwest	 United	 Multiple
All 61 results				
1 stop 59 results	101.20 56 results	265.96 1 results	369.20 2 results	—
2 stops 2 results	—	265.96 1 results	—	1,161.20 1 results



Booking Flights

4. Below the matrix, you will see the flight options.
- The 'Shop by Fares' tab is selected, select the **Shop by Schedule** tab to see the results based on time.

This screenshot shows the 'Shop by Schedule' tab selected. It features a 'Flight Number Search' input field with a magnifying glass icon. To the right is a 'Sorted By' dropdown menu currently set to 'Price - Low to High'. On the far right, it displays 'Displaying: 81 out of 81 results.' and pagination links: 'Previous | Page: 1 of 7 | Next | All'.




- Search for a flight by number or use the **Sorted By** dropdown to sort the results.

This screenshot shows the 'Shop by Fares' tab selected. It includes a 'Depart' button and a 'Return' button. Below these, the text 'Philadelphia, PA - Sat, May 9' is visible. There is a 'Flight Number Search' input field with a magnifying glass icon. To its right is a 'Sorted By' dropdown menu set to 'Depart - Earliest'. On the right side, it shows 'Displaying: 10 out of 10 results.'



Booking Flights

5. Review the flight options. Select **Show all details** or **View Fares**.

<div> American Airlines</div> <div><div>10:00a PHL → 03:45p BOS</div><div>03:00p BOS → 04:49p PHL</div></div> <div><div>1 stop CLT</div><div>Nonstop</div></div> <div><div>5h 45m</div><div>1h 49m</div></div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>
<div> American Airlines</div> <div><div>10:00a PHL → 03:45p BOS</div><div>01:00p BOS → 02:38p PHL</div></div> <div><div>1 stop CLT</div><div>Nonstop</div></div> <div><div>5h 45m</div><div>1h 38m</div></div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>
<div> American Airlines</div> <div><div>10:00a PHL → 03:45p BOS</div><div>05:00p BOS → 06:51p PHL</div></div> <div><div>1 stop CLT</div><div>Nonstop</div></div> <div><div>5h 45m</div><div>1h 51m</div></div>				<div>\$101.20</div> <div>View Fares</div> <div>Show all details ▾</div>



Booking Flights

- You will see fare options. Basic economy is the most restrictive fares. You cannot choose your seat and will pay for checked luggage.
- Select Rules or Benefits/Services for more information.

6. Select the **price** of the flight you would like to book.

Fare Options	Free Checked Bags	Refundable		
Basic Economy (B) Rules Benefits/Services	0	No		<div>\$101.20</div>
Main Cabin (N) Rules Benefits/Services	0	No		<div>\$138.84</div>
View more fares				
Apollo				



Booking Flights

7. The Review and Reserve Flights page will populate.

Travel

Trip Library

Templates

Tools

Trip Summary

✈️

Flights Selected

Round Trip

PHL - BOS

Depart: Sat, 05/09/2020

Return: Mon, 05/11/2020

✓

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

✈ Sat, May 9 – Philadelphia, PA to Boston, MA / 1h 41m layover in Charlotte, NC

Hide details ^

Sat, May 9

10:00a PHL → 11:49a CLT

1h 49m

American Airlines 847
Airbus Industrie A321

Layover in Charlotte, NC

1h 41m

Charlotte Airport

01:30p CLT → 03:45p BOS

2h 15m

American Airlines 955
Boeing 737-800

RETURN

✈ Mon, May 11 – Boston, MA to Philadelphia, PA

Hide details ^

Mon, May 11

03:00p BOS → 04:49p PHL

1h 49m


American Airlines 1898
Airbus Industrie A321

19


Booking Flights

8. Verify all the information regarding your flight is correct.
 - Add frequent flyer miles, if needed.


Trip Summary

**Flights Selected**


Round Trip
PHL - SAN
Depart: Fri, 05/01/2020
Return: Wed, 05/06/2020

**Select a Car** [Remove](#)

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

**Select a Hotel** [Remove](#)


Nights: 5
San Diego, CA
Check-in: Fri, 05/01/2020
Check-out: Wed, 05/06/2020

**Finalize Trip**

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

 **Fri, May 1** – Philadelphia, PA to San Diego, CA [Hide details ^](#)


Fri, May 1

07:45a PHL → 10:31a SAN


5h 46m

American Airlines 1621
Airbus Industrie A321

RETURN

 **Wed, May 6** – San Diego, CA to Philadelphia, PA [Hide details ^](#)

Wed, May 6

10:41p SAN  06:50a PHL

5h 09m

American Airlines 2078
Boeing 757-200

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

Name: Test Traveler Traveler **Phone:** 856-2464115

Frequent Flyer Programs [Add a Program](#)

For American Airlines

Booking Flights

9. Select a seat (if available). Concur will select seats for you if you leave this section blank.
10. A new window will appear with a map of the plane. Select the seat you would like to select (available seats are in blue). **Select Seat.**

Seat Map

Available flights

UA 1775 PHL-DEN ▼

Select Seat Close

United #1775, Airbus Industrie A319, Philadelphia Intl Airport (PHL) - Denver Intl Airport (DEN)
Seat assignment is subject to change up until time of departure

Available Preferred Paid preferred Occupied or Unavailable Preferred Paid preferred Selected Exit row No seating ?



Booking Flights

- 11. Review the price summary.
- 12. Select the method of payment by choosing from the drop-down.
- 13. Read the fare rules and restrictions regarding your flight.
- 14. Select Reserve Flight and Continue.

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AA 1621	Main Cabin (Q) Select a seat
AA 2078	Main Cabin (Q) Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$392.00	\$58.20	\$450.20
Total Estimated Cost: \$450.20			
Total Due Now: \$450.20			

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card.

Add credit card

* Indicates credit card is a company card

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Back

Reserve Flight and Continue

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



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

28




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




- 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.

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
Features	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)
 ☐ 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
Features	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




Booking a Hotel

If your Request included a hotel reservation, the hotel search results will populate.

**Select a Hotel**

Nights: 5
San Diego Intl Airport, San Diego, CA
Check-in: Fri, 05/01/2020
Check-out: Wed, 05/06/2020

 **Finalize Trip**

Change Search

Price

\$104 - \$419

Display Settings

☐ Hide Sold Out

Property Brand

☒ Chain ☐ Superchain

☐ Autograph (1)
☐ Baymont Inns (1)
☐ Best Value Inns (1)
☐ Best Western (4)
☐ Candlewood Stes (1)
☐ Comfort Inns (3)
☐ Courtyard (5)
[Check All](#) | [Reset](#)

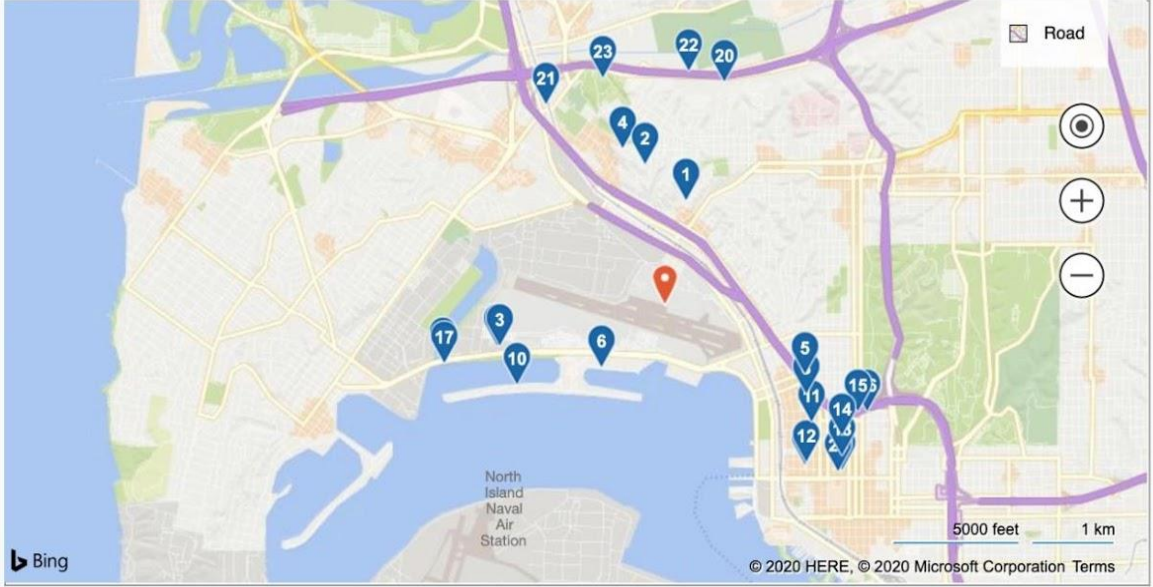
Amenities

☐ Breakfast (59)
☐ Broadband Internet (100)

CHECK-IN FRI, MAY 1 - CHECK-OUT WED, MAY 6


Show as **USD**

[Hide Map](#) [Print / Email](#)




Company Preferred Accommodation

☐ Road




5000 feet 1 km

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Sorted By: **Policy - Most Compliant**

Displaying: 100 out of 100 results.
[Previous](#) [1](#) [2](#) [3](#) [4](#) [Next](#) | [All](#)




1. Holiday Inn Express San Diego
1955 San Diego Ave, San Diego, CA 92110 [Map it](#)

 0.81 miles 



\$105

[View Rooms](#)

[Hotel details](#)



2. Fairfield Inn & Stes San Diego Old Town
3900 Old Town Ave, San Diego, CA 92110 [Map it](#)

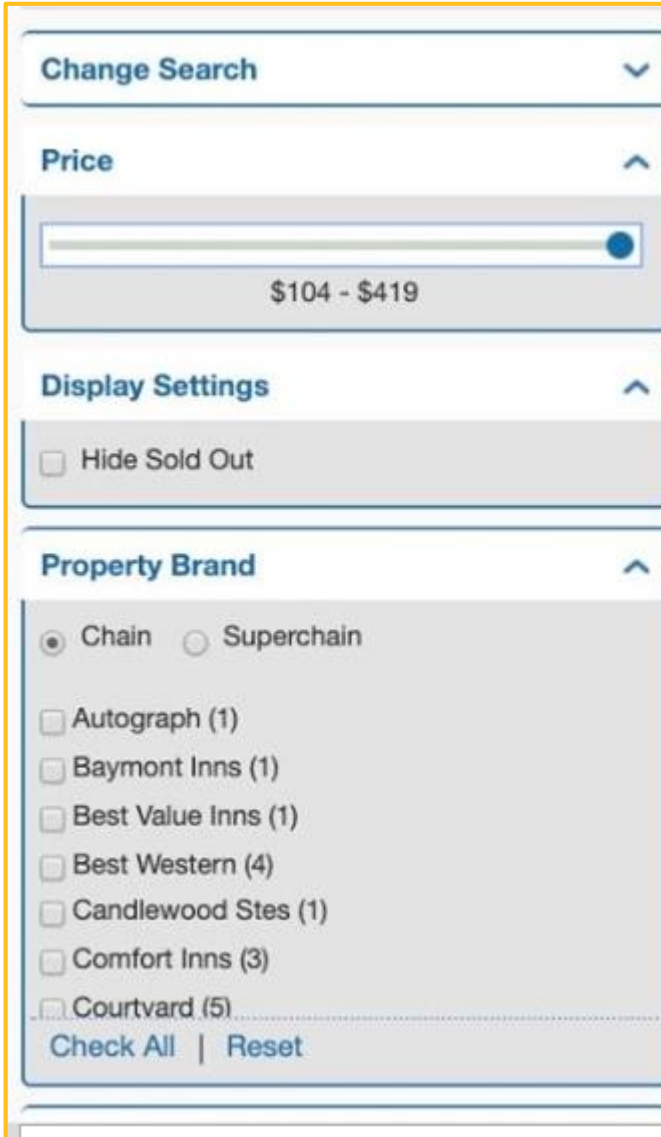
 1.08 miles 

\$123

[View Rooms](#)

32

Booking a Hotel



The image shows a vertical sidebar menu for filtering hotel search results. It contains four main sections: 'Change Search' with a dropdown arrow, 'Price' with a slider set between \$104 and \$419, 'Display Settings' with a 'Hide Sold Out' checkbox, and 'Property Brand' with radio buttons for 'Chain' and 'Superchain', a list of hotel brands with checkboxes, and 'Check All' and 'Reset' links at the bottom.

Change Search ▾

Price ▴

\$104 - \$419

Display Settings ▴

☐ Hide Sold Out

Property Brand ▴

☒ Chain ☐ Superchain

☐ Autograph (1)

☐ Baymont Inns (1)

☐ Best Value Inns (1)

☐ Best Western (4)

☐ Candlewood Stes (1)

☐ Comfort Inns (3)

☐ Courtvard (5)

[Check All](#) | [Reset](#)

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

- Change search - edit the information you included on the previous screen.
- Price - use the slider to narrow down the options by price.
- Display settings - check 'hide sold out' to remove the sold-out hotels from the results.
- Property Brand - select the checkboxes to indicate the hotel chain you prefer.



Booking a Hotel

Amenities

☐ Breakfast (33)

☐ Broadband Internet (53)

☐ Business center (42)

☐ Convention center (0)

☐ Dry cleaning (40)

☐ Fitness center (47)

☐ Game room (0)

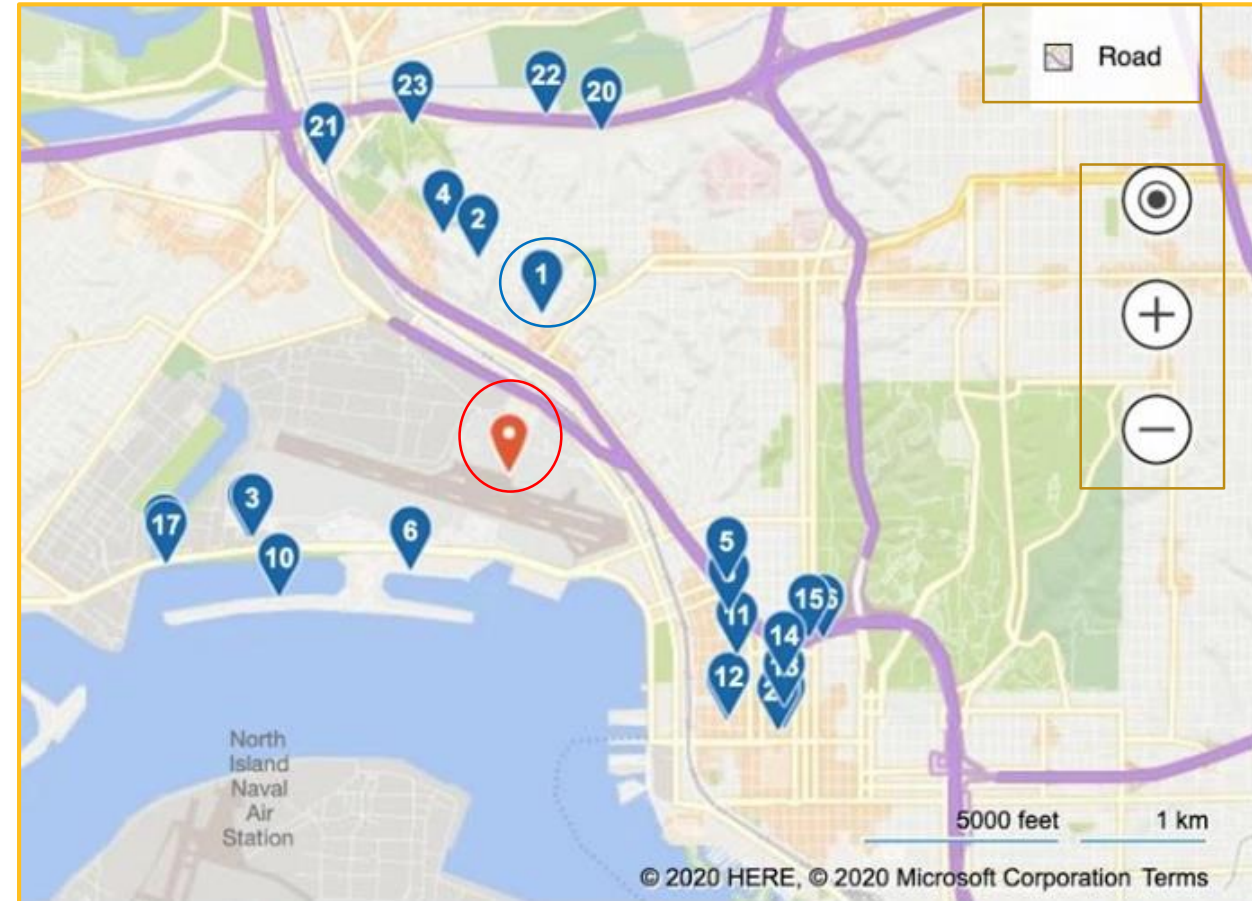
Amenities may change over time and without notice. Not all accommodations have provided their amenities list.

1. You can filter your search with the left menu. *continued*
- Amenities - select the checkboxes for the amenities you prefer.

Booking a Hotel

2. You will see a map with the hotels near the location you selected.

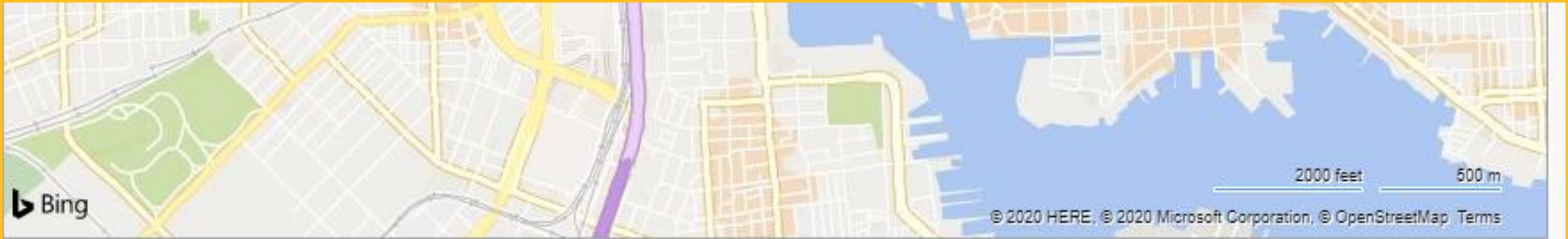
- The red icon shows the location you selected.
- The numbered blue icons show the hotels in the mileage range you selected. Select any of the blue icons to see specific hotel information.
- Hover over road in the top right corner of the map to change the map view. Choose road, aerial, bird's eye, or street side.
- Select the + and - icons to zoom in and out of the map.
- Select and drag your mouse to move the map.





Booking a Hotel

3. Below the map, you can search for a hotel or use the **sorted by** dropdown to sort the results.



Bing


2000 feet 500 m

© 2020 HERE, © 2020 Microsoft Corporation, © OpenStreetMap. Terms

Sorted By:



Policy - Most Compliant

Displaying: 53 out of 53 results.
Previous 1 2 3 Next | All



1. Candlewood Suite

101 North Charles Street, B

 0.15 miles 

Price - Low to High

Price - High to Low

Rating

Distance

Policy - Most Compliant

Policy - Least Compliant


\$80

View Rooms

Booking a Hotel

4. Review the hotel options.

- Select the **hotel picture** to see more images of the property.
- Select **Hotel details** to see the hotel's address, phone number, amenities, and cancelation policy.




1. Holiday Inn Express San Diego
1955 San Diego Ave, San Diego, CA 92110 [Map it](#)
📍 0.81 miles ★★☆☆☆

\$148

[View Rooms](#)

[Hotel details](#)



2. Hilton Garden Inn Downtown/Bayside
2137 Pacific Highway, Suite A, San Diego, CA 92101 [Map it](#)
📍 1.16 miles ★★★☆☆

\$156


[View Rooms](#)

[Hotel details](#)





Booking a Hotel

5. Select **View Rooms** to see the available room options and rates.
- The rates shown are nightly rates.
- Some hotels have discount/loyalty programs. You can only book at that rate if you have the hotel’s discount/loyalty program added to your profile.
- Direct Travel rates may also be listed.



1. Holiday Inn Express San Diego
1955 San Diego Ave, San Diego, CA 92110 [Map it](#)


 0.81 miles




\$148


View Rooms

[Hotel details](#)



2. Hilton Garden Inn Downtown/Bayside
2137 Pacific Highway, Suite A, San Diego, CA 92101 [Map it](#)

 1.16 miles



\$156


View Rooms

[Hotel details](#)


Booking a Hotel

6. Select rules and cancelation policy to the left of the hotel price.
7. Select the price of the hotel you would like to book.
8. The Review and Reserve Hotel page will populate.

Trip Summary

**Hotel Selected**

Nights: 5
San Diego Intl Airport, San Diego, CA
Check-in: Fri, 05/01/2020
Check-out: Wed, 05/06/2020

**Finalize Trip**

Review and Reserve Hotel

REVIEW HOTEL ROOM

Holiday Inn Express San Diego

Best Flexible Rate One Queen Bed Nonsmoking Experience Quality Amenities Like High Speed Internet Hot Bkfst
5 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Friday, May 01, 2020	Wednesday, May 06, 2020	1955 San Diego Ave San Diego, California 92110 United States	619-543-1130

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

Hotel Guest

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

Hotel Program [Add a Program](#)

No Program selected ▼


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

39

Booking a Hotel


9. Verify all the information regarding your hotel is correct.
10. Provide hotel room preferences.
11. Add a hotel program if needed.

Trip Summary

**Hotel Selected**

Nights: 5
San Diego Intl Airport, San Diego, CA

Check-in: Fri, 05/01/2020
Check-out: Wed, 05/06/2020

**Finalize Trip**

Review and Reserve Hotel

REVIEW HOTEL ROOM

Holiday Inn Express San Diego

Best Flexible Rate One Queen Bed Nonsmoking Experience Quality Amenities Like High Speed Internet Hot Bkfst
5 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Friday, May 01, 2020	Wednesday, May 06, 2020	1955 San Diego Ave San Diego, California 92110 United States	619-543-1130

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

Hotel Guest

Edit | Review all

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

Hotel Program

Add a Program

No Program selected ▼

Booking a Hotel

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Crowne Plaza Downtown Inner Harbor	\$89.00	May 09 - May 10	\$89.00
Total Estimated Cost: \$89.00*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.

** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT


The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Please choose a credit card.  [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Crowne Plaza Downtown Inner Harbor 

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 102.8 USD

CXL: PENALTY AMOUNT 102.80 CANCEL BY 2020-05-08T18:00:00 CXL

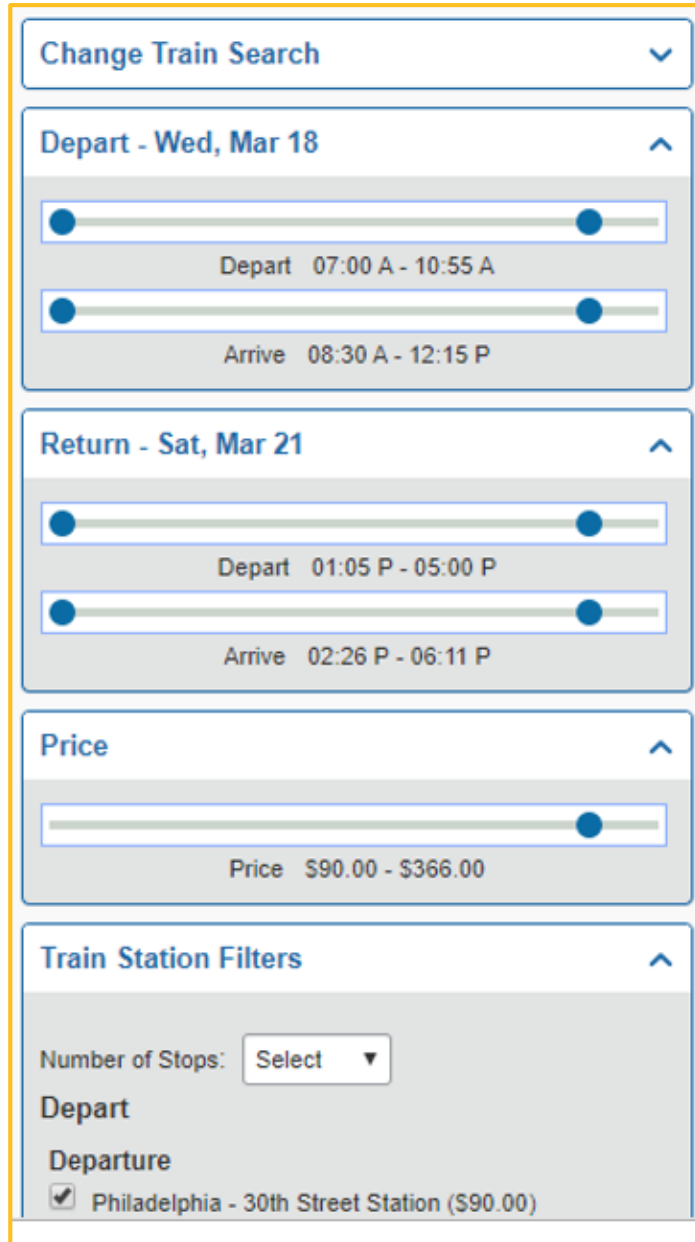
☐ I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#)

[Reserve Hotel and Continue](#)

12. Review the price summary.
13. Select the method of payment by choosing from the drop-down.
14. Read the Accept Rate Details and Cancellation Policy. Check the box stating “I agree to the hotel’s rate rules, restrictions, and cancellation policy.”
15. Select **Reserve Hotel and Continue**.

Booking a Train Ticket



The screenshot displays a train booking interface with several filter sections:

- Change Train Search**: A dropdown menu for editing search information.
- Depart - Wed, Mar 18**: A section with two sliders for departure and arrival times. The departure time is set to 07:00 A - 10:55 A, and the arrival time is set to 08:30 A - 12:15 P.
- Return - Sat, Mar 21**: A section with two sliders for departure and arrival times. The departure time is set to 01:05 P - 05:00 P, and the arrival time is set to 02:26 P - 06:11 P.
- Price**: A slider for selecting a price range, currently set to \$90.00 - \$366.00.
- Train Station Filters**: A section with a dropdown for "Number of Stops" (set to "Select") and a list of departure stations. The first option is "Philadelphia - 30th Street Station (\$90.00)" with a checked checkbox.

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

- Change search - edit the information you included on the previous screen.
- Depart and return - use the sliders to narrow down the time you want to travel.
- Price - use the slider to narrow down the options by price.
- Train station filters - use the drop-down to select the number or stops.



Booking a Train Ticket

- 2. You can filter the results with the matrix at the top of the page.
- 3. Below the matrix, you will see the train options.
 - The ‘shop by fares’ tab is selected, select the ‘shop by schedule’ tab to see the trains based on time.
 - Search for a train by number or use the **Sorted By** dropdown to sort the results.

PHILADELPHIA - 30TH STREET STATION TO NEW YORK - PENN STATION
WED, MAR 18 - SAT, MAR 21

Show as USD

Hide matrix

Print / Email

All 126 results	 Amtrak Regional	 Multiple	 Amtrak Acela
Nonstop 126 results	90.00 70 results	228.00 48 results	366.00 8 results

Shop by Fares

Shop by Schedule

Train Number Search

Q

Sorted By: Price - Low to High

Booking a Train Ticket

4. Review the train tickets which are under the matrix. Select **view fares** or **show all details** for more information.

5. Once you have chosen your train, select the price of the train you would like to book.


PHILADELPHIA - 30TH STREET STATION TO BALTIMORE - PENN STATION
SAT, MAY 9 - SUN, MAY 10

Show as USD

Hide matrix

Print / Email

All
8 results


Amtrak
Regional

Nonstop
8 results

110.00
8 results

Shop by Fares

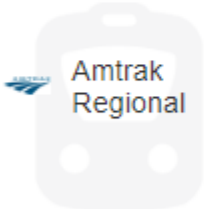
Shop by Schedule

Train Number Search

Q

Sorted By: Price - Low to High

Displaying: 8 out of 8 results.



Amtrak
Regional

07:40a → 08:45a

Direct

1h 05m

\$110.00

04:59p → 06:11p

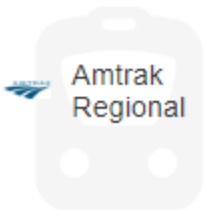
Direct

1h 12m

View Fares

ROUND TRIP: PHILADELPHIA - 30TH STREET STATION TO
BALTIMORE - PENN STATION

Show all details



Amtrak
Regional

07:40a → 08:45a

Direct

1h 05m

\$110.00

01:00p → 02:11p

Direct

1h 11m

View Fares

ROUND TRIP: PHILADELPHIA - 30TH STREET STATION TO
BALTIMORE - PENN STATION

Show all details

Booking a Train Ticket

6. The Review and Reserve Train page will populate.

Review and Reserve Train

TRAINS

DEPART

Sat, May 9

Hide details ^

Sat, May 9	07:40a 08:45a	PHILADELPHIA - 30TH STREET STATION BALTIMORE - PENN STATION	1h 05m	Amtrak Regional Train 89
------------	------------------	--	--------	--------------------------

RETURN

Sun, May 10

Hide details ^

Sun, May 10	04:59p 06:11p	BALTIMORE - PENN STATION PHILADELPHIA - 30TH STREET STATION	1h 12m	Amtrak Regional Train 126
-------------	------------------	--	--------	---------------------------

ENTER PASSENGER INFORMATION

Ensure passenger information below is correct.

Passenger

Edit | Review all

Name: Miranda Snyder Salvatore Phone: 856-256-4043 salvatoremi@rowan.edu

Rewards Program

Amtrak Guest Rewards Number

PROVIDE TICKET DELIVERY PREFERENCE

You can now experience better comfort in customizing your Amtrak booking experience. With our train options, you can decide where to spend or save money to make your trip optimal.

Ticket Delivery Method Electronic (0.00)

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Train ticket	\$110.00	\$0.00	\$110.00
Total Estimated Cost: \$110.00			
Total Due Now: \$110.00			

Booking a Train Ticket

7. Select Reserve Train and Continue.

PROVIDE TICKET DELIVERY PREFERENCE

You can now experience better comfort in customizing your Amtrak booking experience. With our train options, you can decide where to spend or save money to make your trip optimal.

Ticket Delivery Method Electronic (0.00) ▼


REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Train ticket	\$110.00	\$0.00	\$110.00

Total Estimated Cost: \$110.00
Total Due Now: \$110.00

SELECT A METHOD OF PAYMENT


How would you like to pay?

Please choose a credit card. ▼  [Add credit card](#)

* Indicates credit card is a company card

By completing this booking, you agree to the [fare rules and restrictions](#).

Back Reserve Train and Continue



Travel Details

Once you have gone through the booking process, the travel details page will populate. Review the information for accuracy.

Trip Summary

✓

Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)

[E-mail Itinerary](#)

Trip Name: Car Reservation at SAN DIEGO [\(Edit\)](#)

Start Date: May 01, 2020

End Date: May 06, 2020

Created: March 25, 2020, Test Traveler Traveler *(Modified: March 25, 2020)*

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: NJLG2T

Reservation for: Testtraveler Traveler

Total Estimated Cost: \$268.23 USD [\(Details\)](#)

Add to your Itinerary

Car

Hotel

Booked outside Concur? Enter your trip manually, connect with [Triplix](#), or send your itinerary to plans@concur.com.

RESERVATIONS

Friday, May 01, 2020

National Car Rental at: San Diego US (SAN)

[Change](#) | [Cancel](#)

Pick Up: 12:00 PM *Fri May 1*

Pick-up at: [San Diego US \(SAN\)](#)

Number of Cars: 1

Return: 12:00 PM *Wed May 6*

Returning to: [San Diego US \(SAN\)](#)

Additional Details

Rate: \$34.50 USD daily rate, unlimited miles

Total Rate: \$268.23 USD

Corporate Discount: XZ17J66

Rental Details

Economy / Car / Automatic transmission / Air conditioning

[Add to your Itinerary](#)

Travel Details

- Trip overview - Review the information for accuracy. Under the “I want to” section you can print or email the itinerary.
- Reservations - shows a detailed outline of all the reservations you have made for this trip. You can change or cancel your air, car, hotel, and train from this page.

Trip Summary

✓

Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Travel Details

I want to...

Print Itinerary

E-mail Itinerary

Trip Name: Car Reservation at SAN DIEGO [\(Edit\)](#)

Start Date: May 01, 2020

End Date: May 06, 2020

Created: March 25, 2020, Test Traveler Traveler *(Modified: March 25, 2020)*

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: NJLG2T

Reservation for: Testtraveler Traveler

Total Estimated Cost: \$268.23 USD [\(Details\)](#)

Add to your Itinerary

Car

Hotel

Booked outside Concur? Enter your trip manually, connect with [TripIt](#), or send your itinerary to plans@concur.com.

RESERVATIONS

Friday, May 01, 2020

National Car Rental at: San Diego US (SAN)

[Change](#) | [Cancel](#)

Pick-up at: San Diego US (SAN)

Pick Up: 12:00 PM *Fri May 1*

Pick-up at: [San Diego US \(SAN\)](#)

Number of Cars: 1

Return: 12:00 PM *Wed May 6*

Returning to: [San Diego US \(SAN\)](#)

Additional Details

Rate: \$34.50 USD daily rate, unlimited miles

Total Rate: \$268.23 USD

Rental Details

Economy / Car / Automatic transmission / Air conditioning

Add to your Itinerary

Confirmation: 1066606253COUNT

Status: [Confirmed](#)

Rate Code: IE9702

Corporate Discount: %Z17/66

49

Travel Details

- Total Estimated Cost - shows the breakdown of all the trip costs and the total at the bottom. Review the total estimated cost to ensure it is below the amount encumbered.
- Select Next >> at the bottom of the screen.

TOTAL ESTIMATED COST

Train:

Train Base Fare:

\$110.00 USD

Total Estimated Cost:

\$110.00 USD

Form of Payment

Credit Card, Last four digits: 6300

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel Trip





Trip Booking Information

- Enter additional information about your trip. Enter or modify the trip name, add comments to the travel agent, enter email addresses for anyone that needs trip information.
- You **must** include the Encumbrance Approval Number (E#) and the Encumbrance Amount.

Trip Summary

✓

Finalize Trip

✓ Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name

This will appear in your upcoming trip list.

Car/Hotel Reservation

Trip Description (optional)

Used to identify the trip purpose

Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.

Send a copy of the confirmation to: ?

Send my email confirmation as

☒ HTML ☐ Plain-text

Encumbrance approval number [Required]

Encumbrance Amount (ex: 1234.25) [Required]

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

<< Previous

Next >>

Cancel Trip

51

Trip Booking Information



- You can put the trip on hold but fares are not guaranteed until purchased. Therefore, the price may rise. It is *not* suggested to put the trip on hold.
- Select **Next >>** at the bottom of the screen.

Trip Summary

✓

Finalize Trip

✓ Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name

This will appear in your upcoming trip list.

Car/Hotel Reservation

Trip Description (optional)

Used to identify the trip purpose

Comments for the Travel Agent (optional)

Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

Send my email confirmation as

☒ HTML ☐ Plain-text

Encumbrance approval number [Required]

Encumbrance Amount (ex: 1234.25) [Required]

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

<< Previous

Next >>

Cancel Trip

52

Trip Confirmation & Finished Booking

- Verify that all information is correct.

Trip Summary

✓

Finalize Trip

✓ Review Travel Details

✓ Enter Trip Information

Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.

To **CANCEL**, press the Cancel button.

This reservation will not be ticketed until your request is approved.

TRIP OVERVIEW

Trip Name: Carl/Hotel Reservation

Start Date: May 01, 2020

End Date: May 06, 2020

Created: March 25, 2020, Test Traveler Traveler (Modified: March 25, 2020)

Description: (No Description Available)

Agency Record Locator: NKXK35

Reservation for: Testtraveler Traveler

Total Estimated Cost: \$299.02 USD

Activate [Tript](#) to see your plans and stay one step ahead while traveling.

Agency Name: Direct Travel KN9

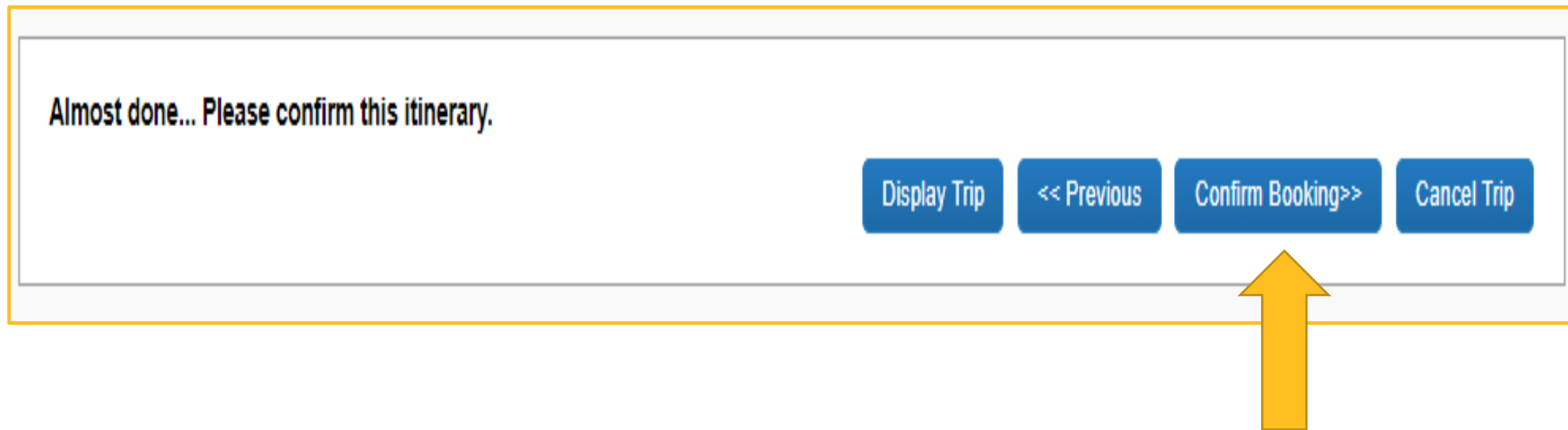
RESERVATIONS

Friday, May 01, 2020



Trip Confirmation & Finished Booking

- To complete the booking, select **Confirm Booking>>** at the bottom of the screen. This will send your trip information to the travel agent.



Trip Confirmation & Finished Booking



Finished Booking

You have successfully booked your trip when you see **Finished** at the top of the screen with a trip record number below.

You can select **Print Itinerary**, **E-mail Itinerary**, or **Return to Travel Center**.

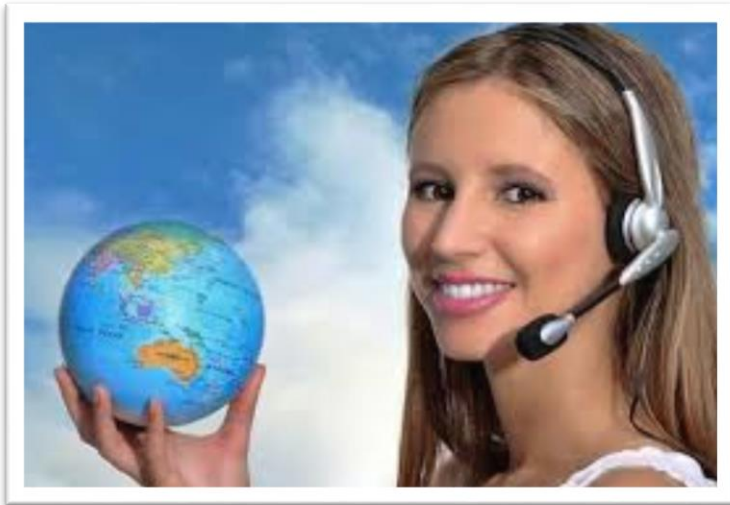




Book by Calling a Direct Travel Agent

You can book your travel by calling a Direct Travel agent for a small nominal fee.

Calling an agent is suggested when your travel includes multiple cities and hotels.
Call 866-228-3916.



Book using a Third Party (Outside Source)

Although booking through the Concur website is highly recommended because the information from Travel will auto-populate into your Expense Report, you can book using a third party system.





Book using a Third Party (Outside Source)

Once you have booked your travel, email your plans to plans@tripit.com.

TriptIt will extract the travel details from the emails and add the travel plans to Concur. The plans will be added to existing trips or used to create new trips, depending on whether the emailed plans share dates with an existing trip.

Concur will accept emailed plans for air, hotel, car, rail, and ground transportation. You will receive a confirmation email from Concur letting them know if your travel plans were successfully imported, which includes a link to view the itinerary in Concur.



Book using a Third Party (Outside Source)

Note: If you chose to book travel “Online with Concur Travel” in your Request but then decide to book all your travel outside of Concur, you must recall the Request and indicate “Third Party (Outside Source)” for the same question and resubmit.



View Upcoming Travel



All travel booked through the online booking tool or a Direct Travel Agent will load under *My Trips* on the Concur Homepage.

MY TRIPS (0)



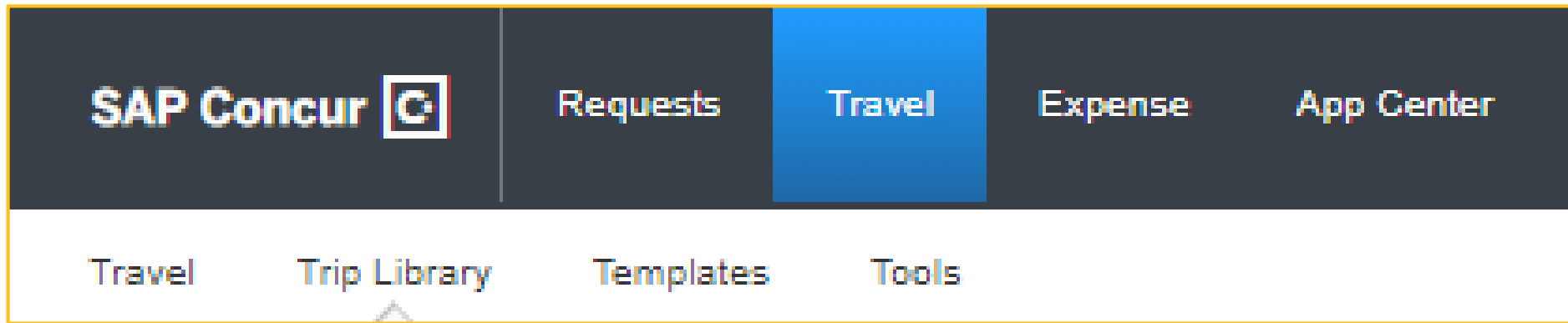
You currently have no upcoming trips.

View Upcoming Travel



You can also view your trips in the Trip library.

1. From the Concur homepage, select Travel from the menu at the top of the screen.
2. Select Trip Library.



View Upcoming Travel



3. Lists all of the trips you have booked.
4. Select a trip that you are taking. You can see the overview of the trip.
 - Create a template - helpful feature if you travel to the same location often.
 - Clone trip - used if an arranger needs to create this trip for other travelers.
 - Share trip - used if a coworker is going with you on this trip.

[Travel](#) [Trip Library](#) [Templates](#) [Tools](#)

Trip Library

Search Trip Names

Dates To Use:

☒ Booking Dates ☐ Travel Dates

Date Range

11/05/2019

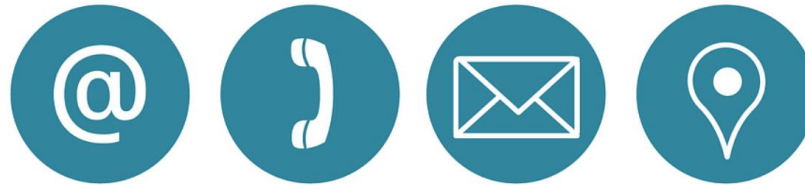
05/05/2020

☐ Include withdrawn trips

Search



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