




Booking Travel



How to Book Online

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 a 'Travel Alerts' section with two informational 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 'Direct Travel' logo and a 'Welcome to Concur, Managed by Direct Travel' message. 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)

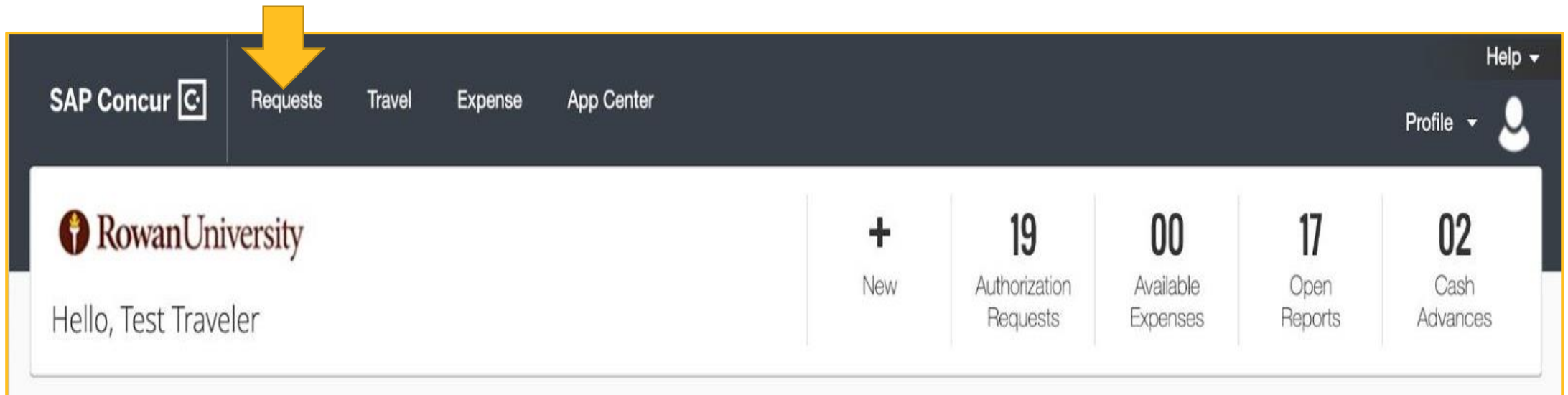
*Additional fees may apply for call outside of business hours and should be used for Emergency travel services.

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

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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	



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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					

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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



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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

Requests

Expense

Approvals

App Center

Administration | Help

Profile

Manage Requests

New Request

Quick Search

Request 3744

Attachments

Print / Email

Cancel Request

Recall

Request/Trip Name: ATD Conference

Status: Pending on-line Booking

Reason for Travel:

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

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

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