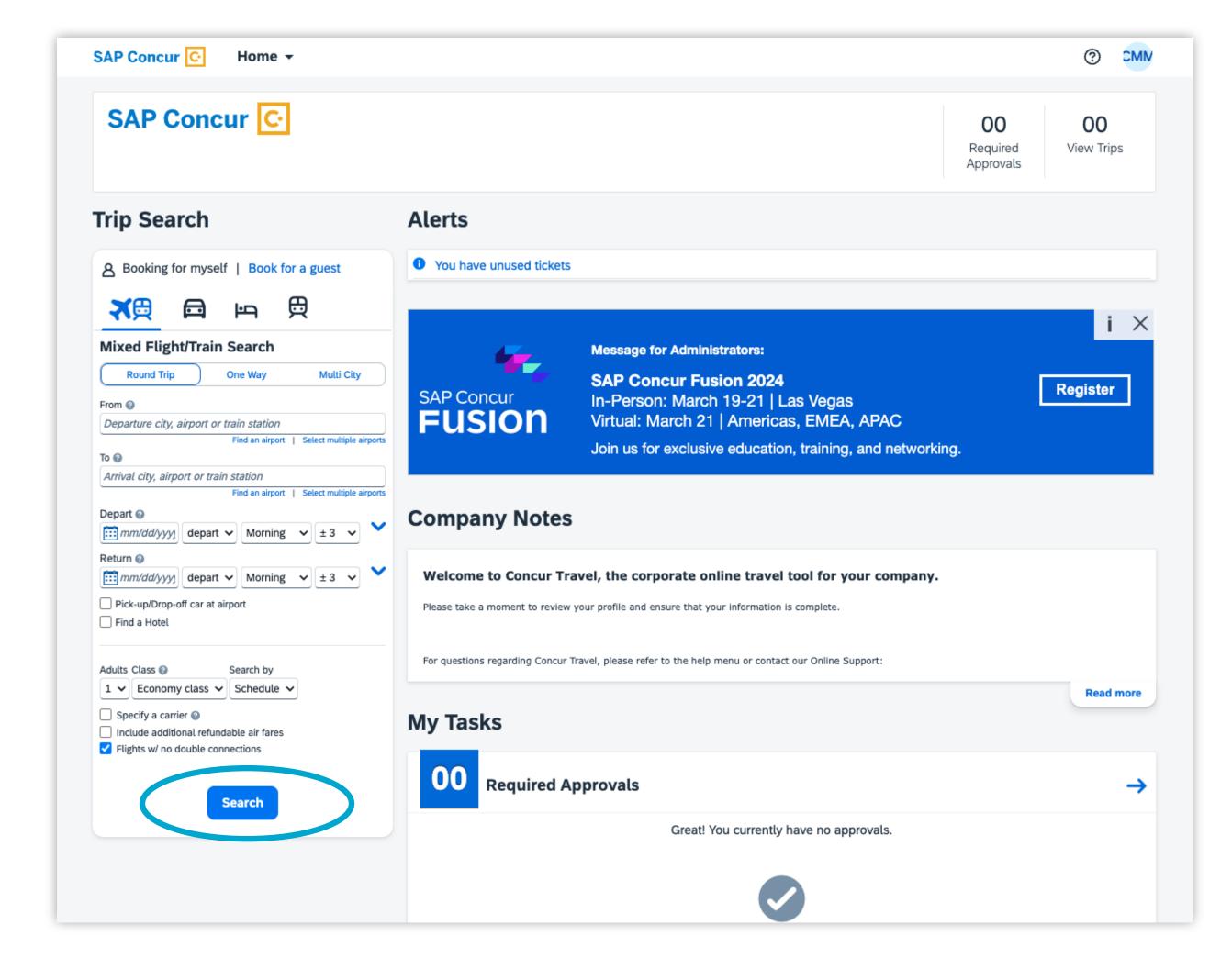




You'll be redirected to the Concur booking page to:

- Fill out your flight information.
- Select if you want to pick up a car at the airport or have it dropped off.
- Select if you need to find a hotel.

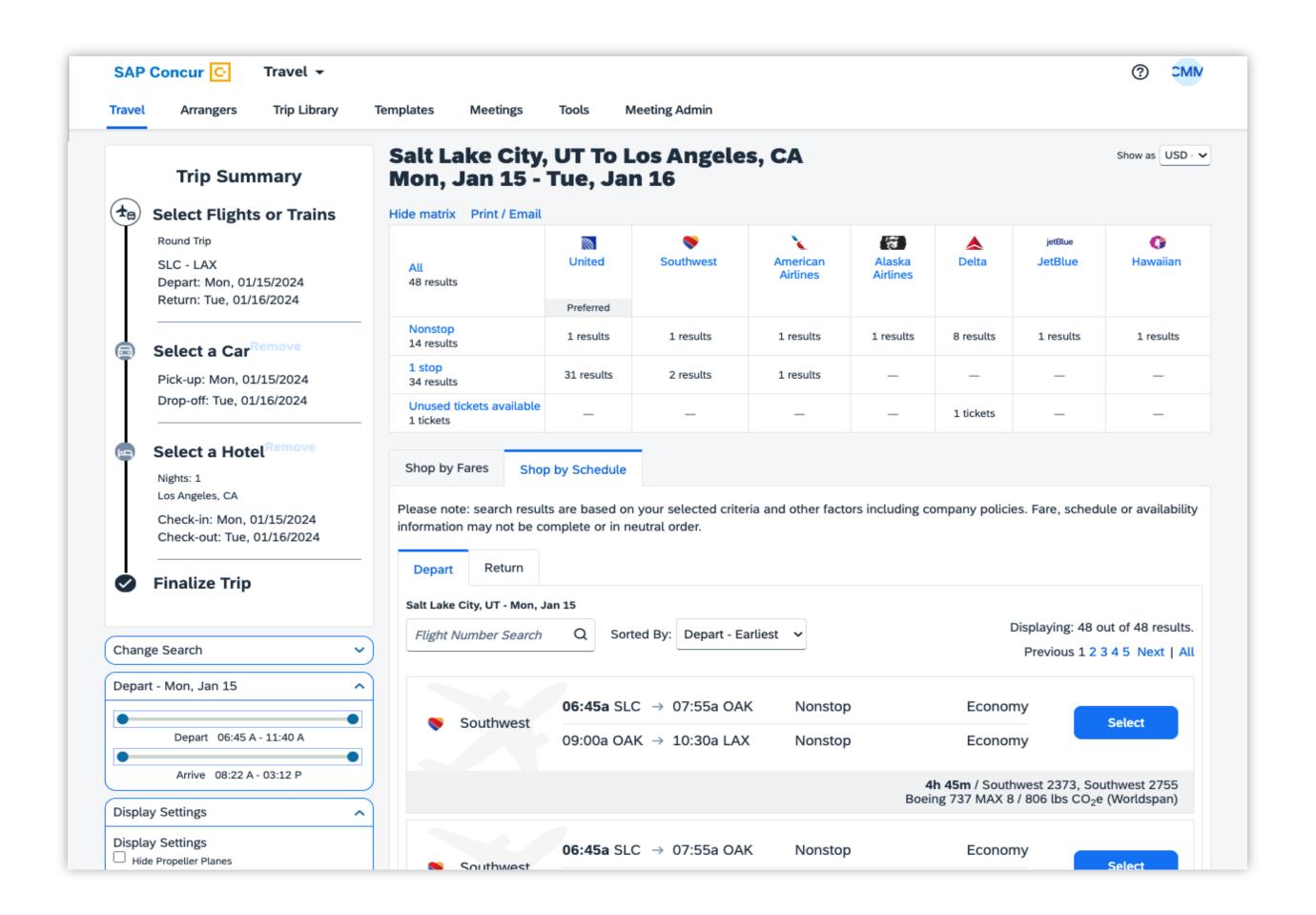
Click "Search" to go to the flight list page





Preferred airlines will be listed first and indicated as preferred

*If you choose a carrier that doesn't comply with your policy you will get a warning pop up and if you continue forward with the booking you will have to choose a reason why you decided to book out of policy.

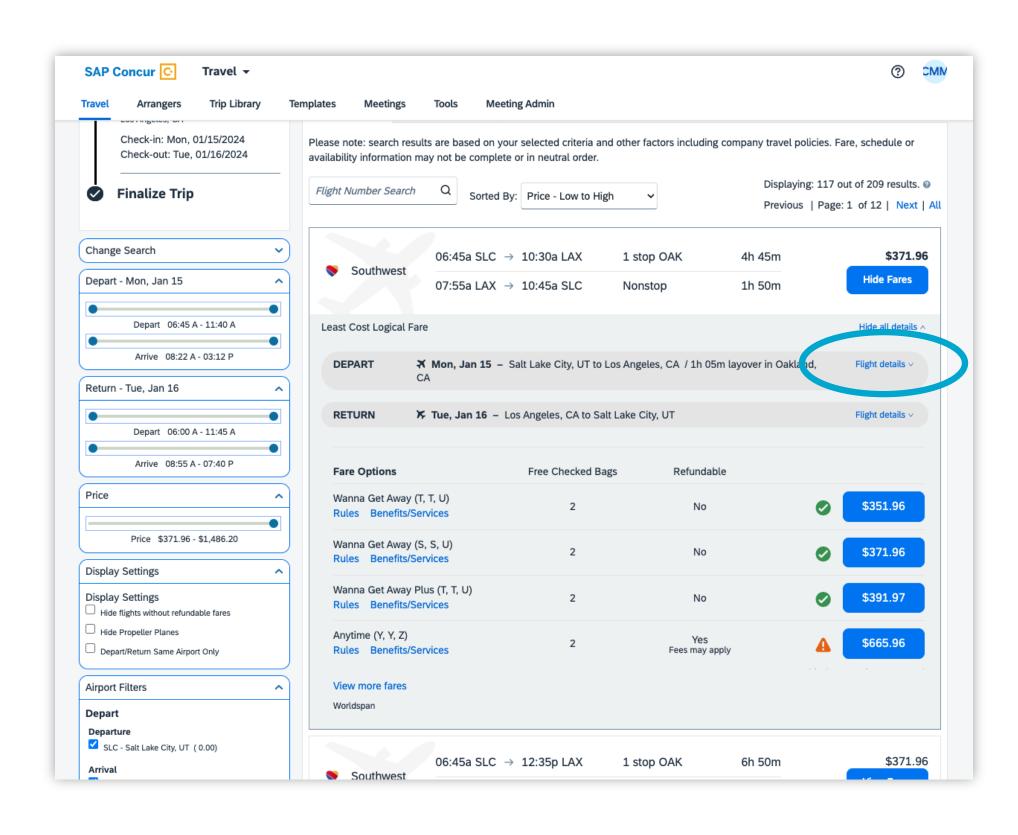


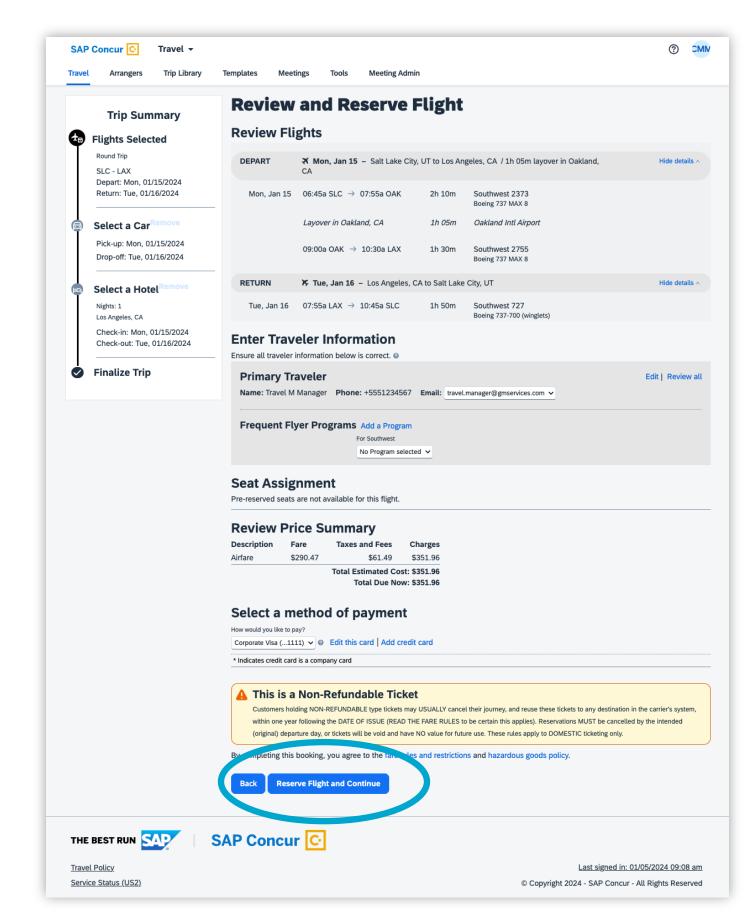


To learn more about your potential flights, click "Flight Details"

Once you've chosen your flights, click on the price to select them and move forward to the Review and Reserve Flight page.

Click "Reserve Flight and Continue" to move to the next page.







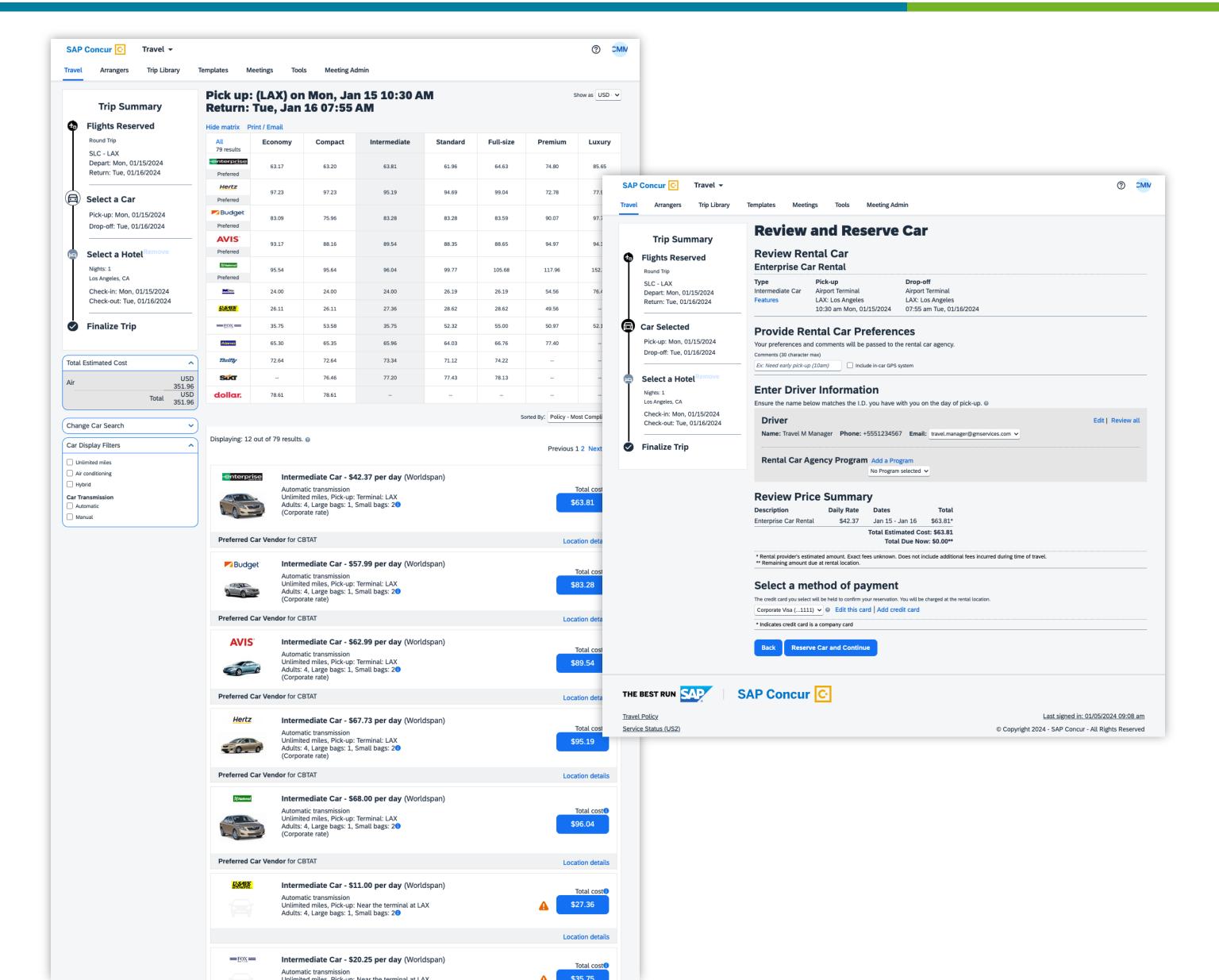
If you chose to book a rental, you will land on the Car Rental page.

Click on the price of the car you'd like to select.

 The cars that are out of policy will have a warning icon.

Once you have selected the car, you will land on the Review and Reserve Car page. Here you will add any other information needed.

When you're ready, click "Reserve Car and Continue".



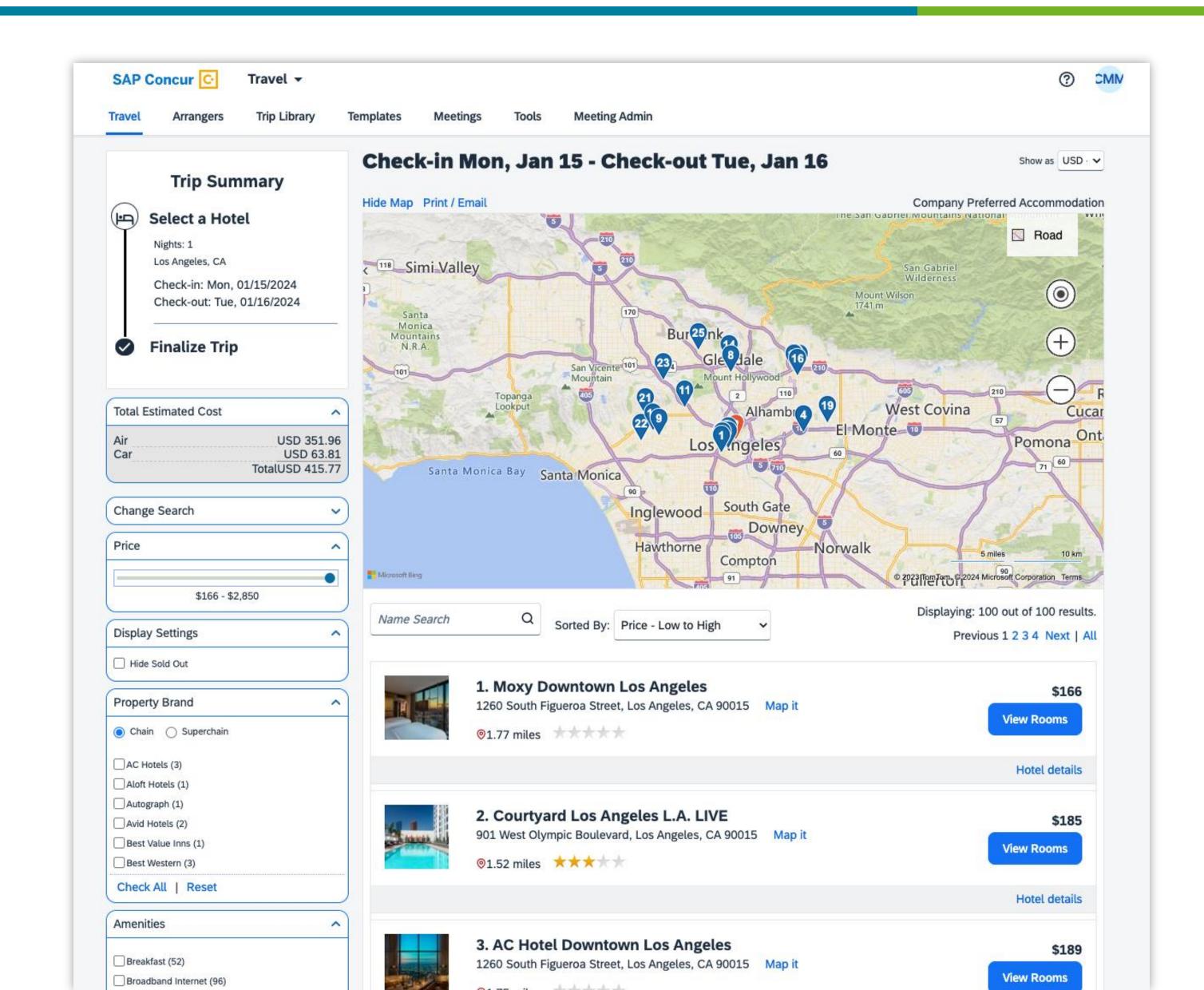


If you chose to book a hotel in the beginning, you will land on the Select a Hotel page.

 The map will show the location of all the hotels available

Click on a hotel pin or select a hotel from the list below to see the hotel details and rates.

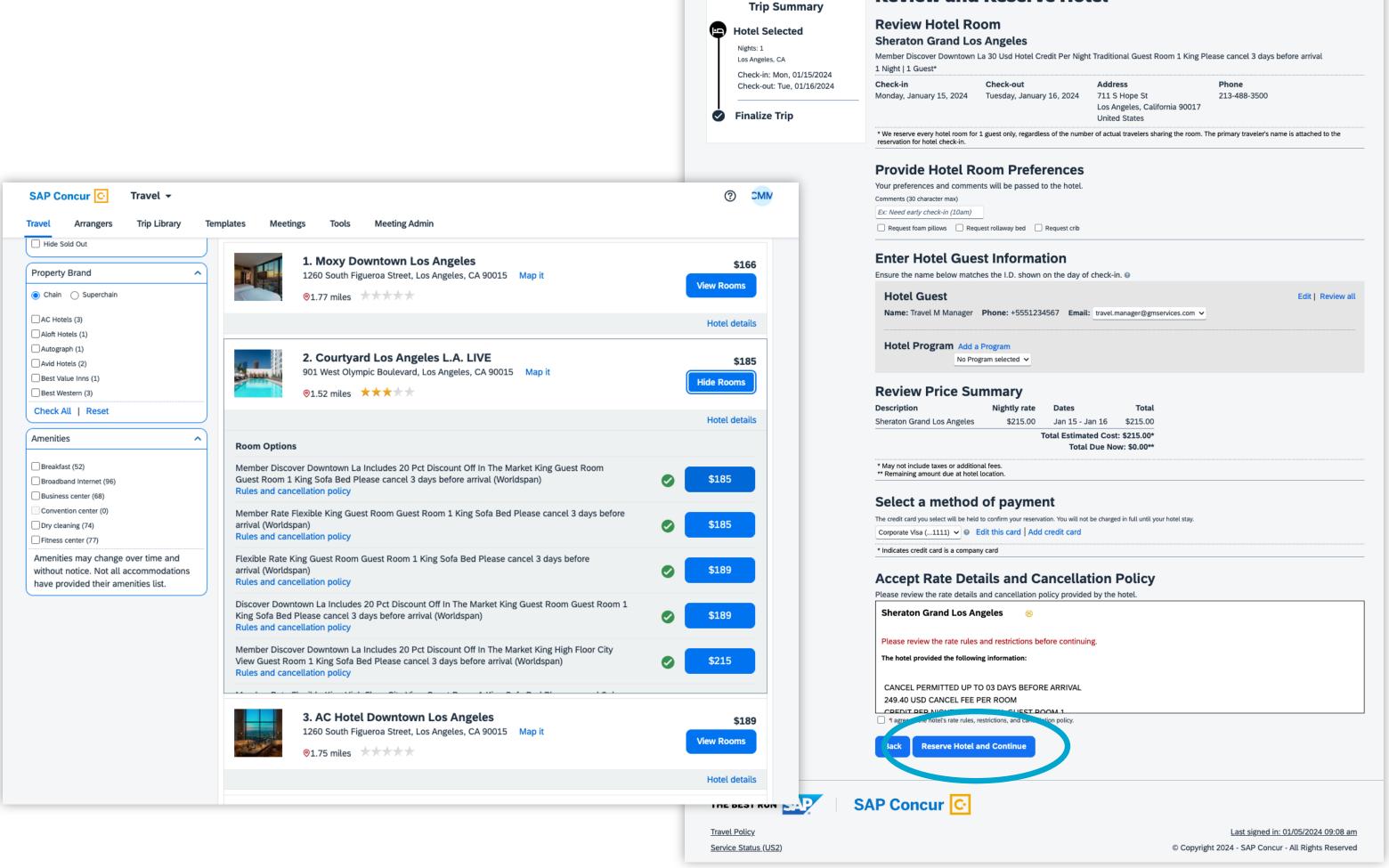
- If you see a warning symbol, that means that the room rate is out of policy
- If you choose a room that is out of policy, you will be prompted to give a reason why chose to book that room





Select your chosen room rate to move to the Review and Reserve Hotel page.

Once you're done filling out any information needed, click "Reserve Hotel and Continue".



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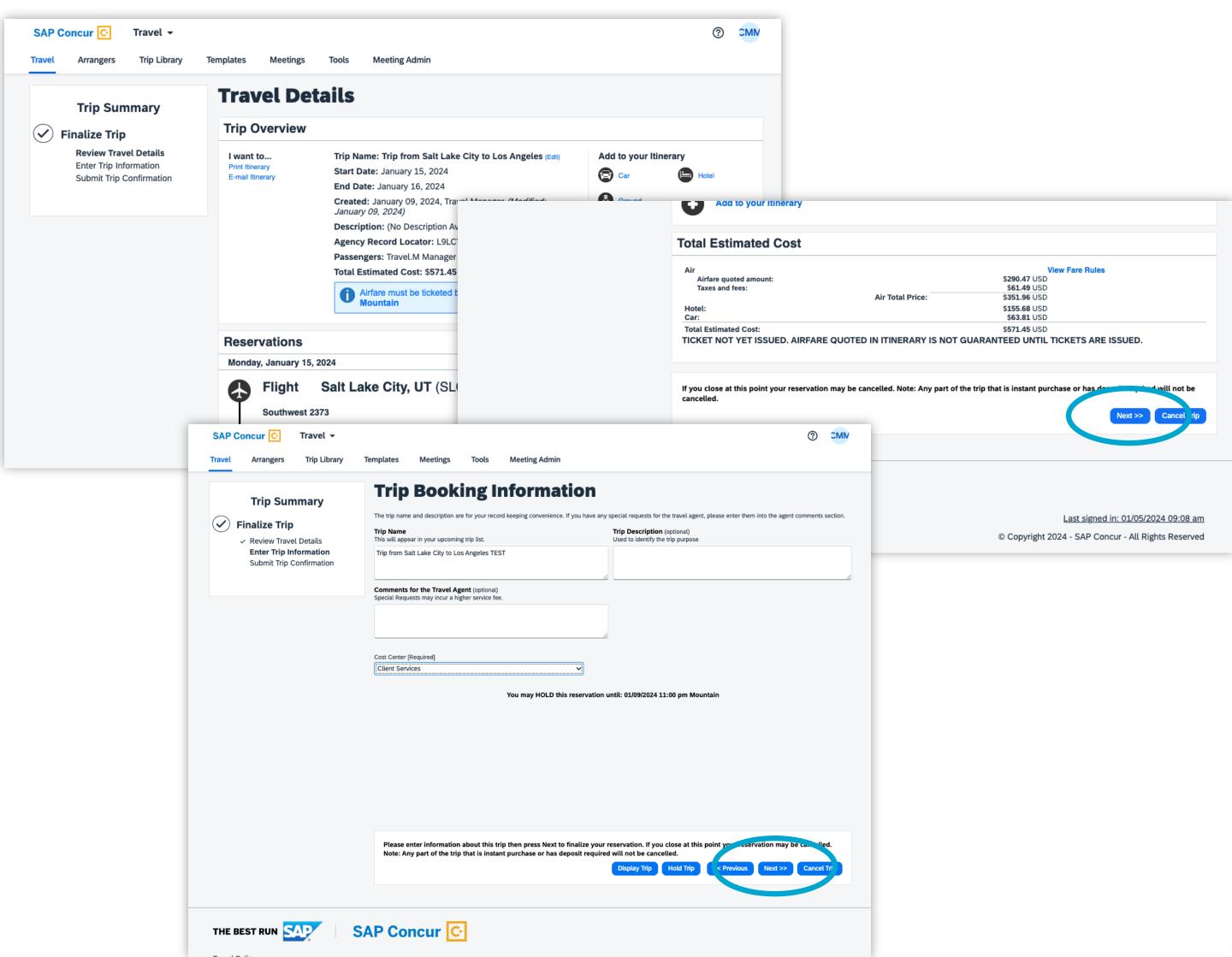
Review and Reserve Hotel



Review all your bookings to make sure everything is correct on the Travel Details page.

Click "Next" to move to the next page.

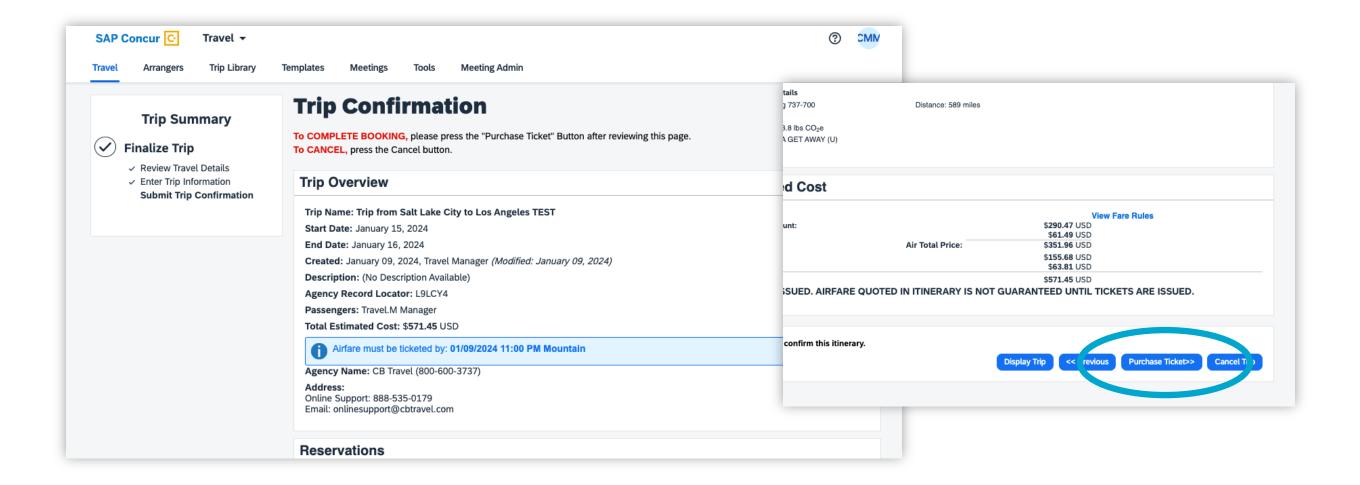
To finish booking, fill out any notes or information required by your company on the Trip Booking Information page, then click "Next".

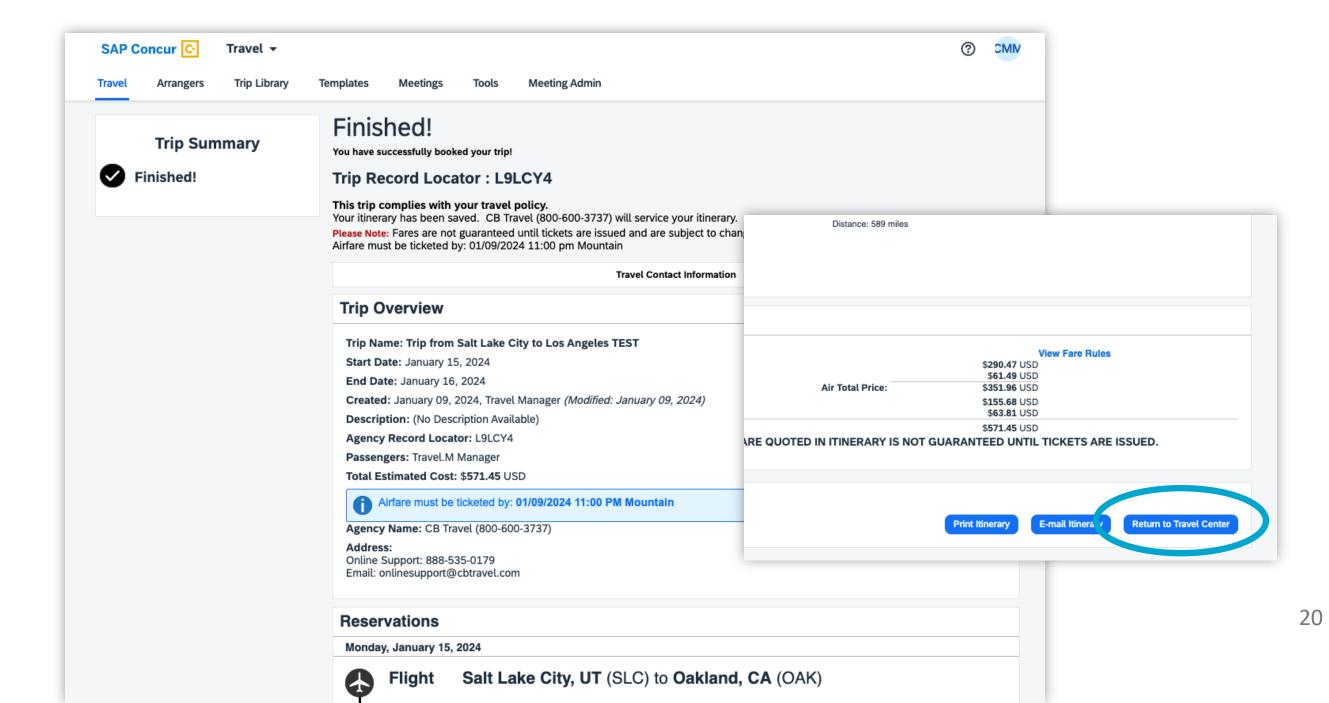




Click "Purchase Ticket" to go to the next page, Trip Confirmation. On this page you will make sure everything looks correct. Then click "Purchase Ticket" to complete the booking.

You will see your trip summary with the word "Finished" at the top. You can scroll down and print or email your itinerary. When you're ready, click "Return to Travel Center".







Thank you.

