**Make a Travel Reservation**

1. Under the Travel Center choose the **Air/Rail, Car, Hotel or Rail** tab. If booking a flight and a car or hotel, select the **Air/Rail** tab.
2. Next choose the type of flight. (Roundtrip, One-way or Multi-Segment.)
3. Check Travel Information for any non refundable tickets on file.
4. Enter the cities for your travel. Choose from the **Concur Map** tab or type into the **Departure** and **Arrival City** fields. Enter the date and time preferences for your travel.
5. If you need a car, check the **Pickup/Drop-off car at Airport** box.
6. If you need a hotel, check the **Find a Hotel** box. You can choose how to search for the hotel: by **Address**, **Reference Point** (a city, neighborhood or Zip code), by **Airport**, or by **Company Location**.
7. Choose to search for flights by **Price** or **Schedule**. **Price** option searches for best price between the selected city pairs with no regards to non stop or connections. **Schedule** searches for flights with no regards to prices, once flights are chosen then flights will be priced.
8. Select your car (if requested)
9. Select your hotel (if requested)
10. On the Trip booking Information screen you can:
   - Change the trip name.
   - Enter a trip description.
   - Enter comments for the travel agent.
11. Review that the information is correct on the Itinerary screen. The Itinerary screen allows you to:
   - Select or change a seat.
   - Change your car or hotel.
   - Change an un-ticketed flight.
12. Submit for ticketing.

**Update your Travel Profile**

1. Select Profile from the menu bar at the top of the screen.
2. Enter or update your information and select any Save button on the screen.
3. **TSA information must be completed** before saving, this information consist of: date of birth, gender and middle name.
Car Selection

1. If you indicate that you need a car on the Flight tab, you will see car results choose your flight.
2. If Concur can’t find a car within company policy, you will see results. Select the car and go to the next step.
3. If you need an off-airport car, choose to add the car from the Travel Details, or choose the Car tab.

Hotel Selection

If you add a hotel, you can search by:
- **Airport** – enter the airport code. You can search airports other than you are flying into.
- **Address** – enter all or part of the address.
- **Reference Point or Zip code** – enter a nearby location, such as a school or hospital, or the postal code.
- **Company Location** – choose a location from the list. The drop-down list includes your company’s preloaded locations.

1. When you select a hotel, click the Info link to see more information for the hotel.
2. Select the specific rate you prefer within the hotel tab you select.
3. Choose room to select room type and rates.
4. Map selection at top with corresponding address.

Trip Options

1. Pending trips can be found under the Upcoming Trips tab. This tab includes trips booked through Concur, and trips booked directly with an agent. From this tab, click once on the name of the trip.
2. Select an option from the list:
   - **Create Template** – for frequent trips to the same destination.
   - **Clone Trip** – to book the same trip for another person.
   - **Share Trip** – invite another employee on your trip.
   - **Change or Cancel**

Password

1. Select Profile from the blue menu bar at the top of the screen.
2. Select Change Password (left side of the screen.) Enter your new password the change.

Set up a Travel Arranger

1. Select Profile from the blue menu bar at the top of the screen.
2. Click the Assistants link at the top or middle of the Profile Screen.
3. Click Add an Assistant to search for your assistant’s last name. Your assistant must have a Concur account created before you can add him or her to your profile.