

Section 1: Getting Started

Step 1: Log on to Concur Travel

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| 1 | In the User Name field, enter your <i>user name</i> . |
| 2 | In the Password field, enter your <i>password</i> . |
| 3 | Click Login . |

If you are not sure how to start Concur Travel, check with your company's system administrator.

Section 2: Use My Concur

Step 1: Explore the available options

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| 1 | Explore the Trip Search section. |
| 2 | Look at the Weather section. |
| 3 | Explore the Travel Info section. |
| 4 | Locate the Trip List section. |
| 5 | View the Trips Awaiting Approval section. <i>This section appears only if you are logged on as an approver.</i> |

Section 3: Update Your Profile

Step 1: Change your password

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| 1 | At the top of the My Concur page, click Profile . |
| 2 | On the Other Settings menu on the left side of the page, click Change Password . |
| 3 | In the Old Password field, enter your current password. |

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| 4 | In the New Password field, enter your new password. |
| 5 | In the Re-enter New Password field, enter your new password. |
| 6 | In the Password Hint field, enter a hint or reminder for instances when you have forgotten your password. |
| 7 | Click Submit . |

Step 2: Change your time zone, date format, or language

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| 1 | At the top of the My Concur page, click Profile . |
| 2 | On the Other Settings menu on the left side of the page, click System Settings . |
| 3 | On the System Settings page, update the appropriate information, and then click Save . |

Step 3: Update your personal information

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| 1 | At the top of the My Concur page, click Profile . |
| 2 | Click Personal Information in the middle of the page. |
| 3 | On the Personal Information page, update the appropriate information, and then click Save . |

Step 4: Set up a Travel Arranger or Assistant

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| 1 | At the top of the My Concur page, click Profile . |
| 2 | Select Personal Information . |
| 3 | Scroll down to the Assistants and Travel Arrangers section. |

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| 4 | Click Add an Assistant located to the right of the section. |
| 5 | In the Search Criteria field, type the last name of the person you wish to add as an assistant/travel arranger. |
| 6 | Click Search . |
| 7 | From the Assistant dropdown menu, select the appropriate assistant. |
| 8 | Select Can Book Travel for Me . |
| 9 | Select Is my primary assistant for travel , if necessary. |
| 10 | Click Save . |

Section 4: Make a Travel Reservation

Step 1: Make a flight reservation

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| 1 | On the Flight tab, select one of these: <ul style="list-style-type: none"> • Round Trip • One Way • Multi-Segment |
| 2 | In the Departure City and Arrival City fields, enter the cities for your travel. |
| 3 | In the Departure and Return fields, select the appropriate dates and times. |
| 4 | If you need a car, select Pick-up/Drop-off car at airport . |
| 5 | If you need a hotel, select Find a Hotel . (More information appears; make the appropriate choices.) |
| 6 | Select Refundable Only , if appropriate. |

7	In the Search Flights By field, select either Price or Schedule .
8	Click Search .
9	Before clicking Reserve for the appropriate flights, click show details .
10	Click the View Seatmap icon next to the flight.
11	Click any green (unoccupied) seat (move the mouse pointer over a seat to see the number). Click Select Seat , and then click Close .
12	Click Reserve .
Step 2: Select a car	
1	If you specified that you need a car on the Flight tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click Reserve .
Step 3: Select a hotel	
<i>If you selected the Find a Hotel option on the Flight tab, the hotel results are displayed after you choose your rental car.</i>	
1	Use the filter options to narrow your search by Amenity , Neighborhood , or Chain .
2	Click Show Details for a specific hotel to view more detailed information.
3	A rate range appears. Click choose room to view rates and details about the room.
4	When ready to reserve your room, click the radio button to the left of the rate, and then click Reserve .

5	Check your itinerary, and then click Next .
Step 4: Complete the Booking	
1	Enter your trip information in the Trip Name and Trip Description fields.
2	Click Next to finalize your reservation.
3	To complete the booking, click Purchase Ticket .

Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation	
1	At the top of the My Concur page, click Travel .
2	In the Upcoming Trips section of My Concur, click the name of the trip.
3	Click Change Trip .
4	On the itinerary, click the appropriate link to: <ul style="list-style-type: none"> • Email your itinerary • Change seat • Add, change, or cancel a taxi • Add, change, or cancel car rental • Add, change, or cancel hotel • Add, change, or cancel dining
5	To cancel your entire trip, in the Upcoming Trips section of My Concur, click the name of the trip.
6	Click Cancel Trip , and then click OK .