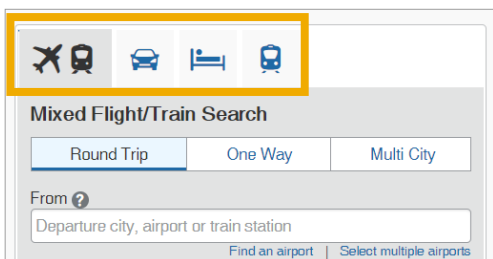# Making a Trip Booking in Concur Travel

Getting Started with Reservations

Booking a Trip In Concur Travel is similar to how you would book a trip for personal travel online.

Begin by logging in to the system.

1. Click the **Flight/Train**, **Car**, **Hotel,** or **Train** tab.

Note: If you are booking a flight and need a Car or Hotel begin the process by clicking the Flight/ Train tab. You will have the opportunity to specify that you need a car and/or a hotel on the Flight/Train tab.

Making Flight Reservations

1. On the **Flight/Train** tab, select one of the following:

   - **Round Trip**
   - **One Way**
   - **Multi City**

2. In the **From** and **To fields**, enter the cities for your travel.

3. In the **Depart** and **Return** fields, select the appropriate dates and times.

4. If you need a car, check **Pick-up/Drop-off car at airport**.

   Note: If you need a hotel, check Find a Hotel. Then additional search options for hotels will appear.

5. Click the **Search** button.

   Result: A pop-up to review Basic Economy fares information will appear and a listing of reservation options.

6. Review the Basic Economy Fares information.

7. Click the **Ok** button.

8. Click the **View Fares** button next to the preferred itinerary to view available booking options.

9. Click the **blue fare button** that shows the amount of the fare to proceed.

   Result: The Review and Reserve Flight page will appear.

10. Click the **Select a Seat** links in the Select Seats section to select your seat for departure and returning flights.

11. Select the **Payment Method**.

12. Click the **Reserve flight and Continue** button.

    Result: The system reserved the flight and the Travel Details page appears noting that the flight has been secured.

13. Click the **Next** button.

14. Enter a **Trip Name**, **Trip Description**, and the **Concur Request ID** number associated with the travel.

15. Click the **Next** button.

16. Click the **Purchase Ticket** button to confirm the itinerary.

    Result: The Finished page will appear stating that you have successfully booked your trip.

Making Car Rental Reservations

If you specified that you needed a car on the Flight tab, you will see car results for the car search.

Note: If you only need a car enter the **Pick-up**, **Drop-off date**, and where you want to pick the car up. Then click the **Search** button.

1. Select the price of the appropriate rental car.

2. Click the **blue rental fee button** that shows the amount of the rental to proceed.

3. Click the **Reserve Car and Continue** button.

4. Click the **Next** button.

5. Enter a **Trip Name**, **Trip Description**, and the **Concur Request ID** number associated with the travel.

6. Click the **Next** button.

7. Click the **Confirm Booking** button.

   Result: The Finished page will appear stating that you have successfully booked your trip.

Making Hotel Reservations

If you selected the Find a Hotel option on the Flight tab, the hotel results are displayed after you choose your rental car.

Note: If you only need a hotel, enter the **Check-in** and **Check-out Dates**, and location information. Then click the **Search** button.

1. Review the Hotel Per Diem Locations (if applicable) and click the **Next** button.

2. Use the filter options to narrow your search by Price Range or Amenities.

3. Click the **View Rooms** button next to the preferred hotel to view available booking options.

4. Click the **rate fee blue button** that shows the amount of the room rate to proceed.

5. Provide Hotel Room Preferences if applicable.

6. Select the **Payment Method**.

7. After reviewing the hotel rate rules, and cancelation policy, mark the checkbox to agree.

8. Click the **Reserve Hotel and Continue** button.

   Result: The Travel Details page will appear.

9. Click the **Next** button.

10. Enter a **Trip Name**, **Trip Description**, and the **Concur Request ID** number associated with the travel.

11. Click the **Next** button.

12. Click the **Confirm Booking** button.

    Result: The Finished page will appear stating that you have successfully booked your trip.

Canceling or Changing Reservations

Flight changes may be available for travelers that include a single carrier. If the trip is already ticketed but has not occurred, you can change the time or date of the flight. Your change options will be within the same airline and routing.

To cancel your entire trip follow these steps:

1. Click the **Travel** tab on the Concur homepage.

2. Click the **Trip Library** tab.

   Result: A listing of upcoming trips will appear.

3. Click the **Cancel Trip** link next to the trip you want to cancel.

4. Click the **Ok** button on the pop-up message.

   Result: The trip is cancelled.

Note: If you are unable to change or cancel your Concur World Travel reservation, contact your World Travel, Inc agent for assistance.