

Concur Online Travel Booking Tool: Booking Car

Prior to booking travel you must complete your Concur Travel Profile. (See the Completing Your Profile Job Aid.)

1. Log into Concur and select the Travel option from the top header.

CONCUR TrayetReporting.y	And Center	Administration

2. Select your Travel Type from the drop down.

 Institutional Funded Travel Grant Funded Travel State Funded Travel

- 3. Click the tab for Car Search.
 - a. Select or enter the Pick-up date and time and Drop-off date and time.

b. The search can be done for a rental at the Airport Terminal or an Off-Airport location. <u>Note</u>: If the reservation is being booked in conjunction with an air reservation, the pick-up and drop-off times will coincide with the flight arrival and departure times.

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Search

4. Select Search.



5. Select the



- 8. Click on the blue price button to select the car option.
- 9. Once the option is selected review the Review and Reserve Car page.
 - a. Review Rental Car Verify the car type, dates, and location information.



b. Provide Car Rental Preferences – Enter car preferences. <u>Note</u>: Car preferences are not guaranteed.



c. Confirm/Enter Driver Information – Verify the Driver name. Add any Car Rental Agency Program information. (Note: This information comes from the traveler's profile.)



d. Review Price Summary – Payment will be made directly to the car agency when the car is picked up.

Total	Description	Daily Rate	Dates
\$53.01*	Enterprise Car Renta		Dec 21 - Dec 2
Dia si Taine Cost setta (
C.R. Mathews \$0.05m			

e. Select Reserve Car and Continue.



- 10. Review the Travel Details Page. On this page you can review what was booked and you can Change/Cancel what you've selected and or add Air or Hotel to the booking. Select Next to Continue.
- 11. Trip Booking Information On this page,