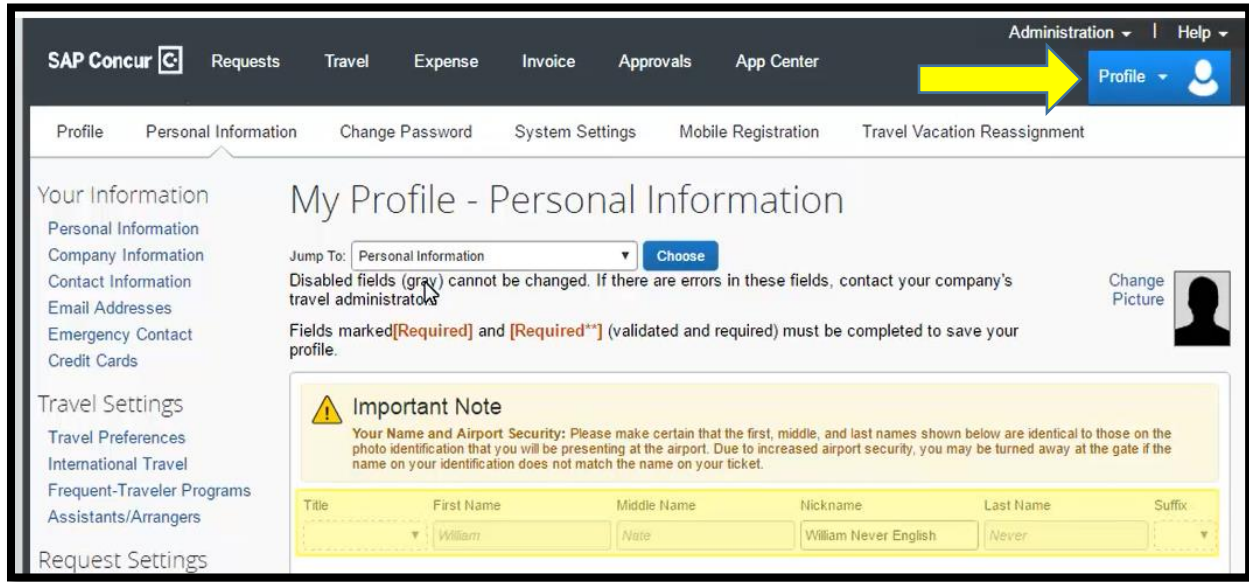


Concur Travel Booking Tool – Job Aid for Participants/Fellows

IMPORTANT TIP:

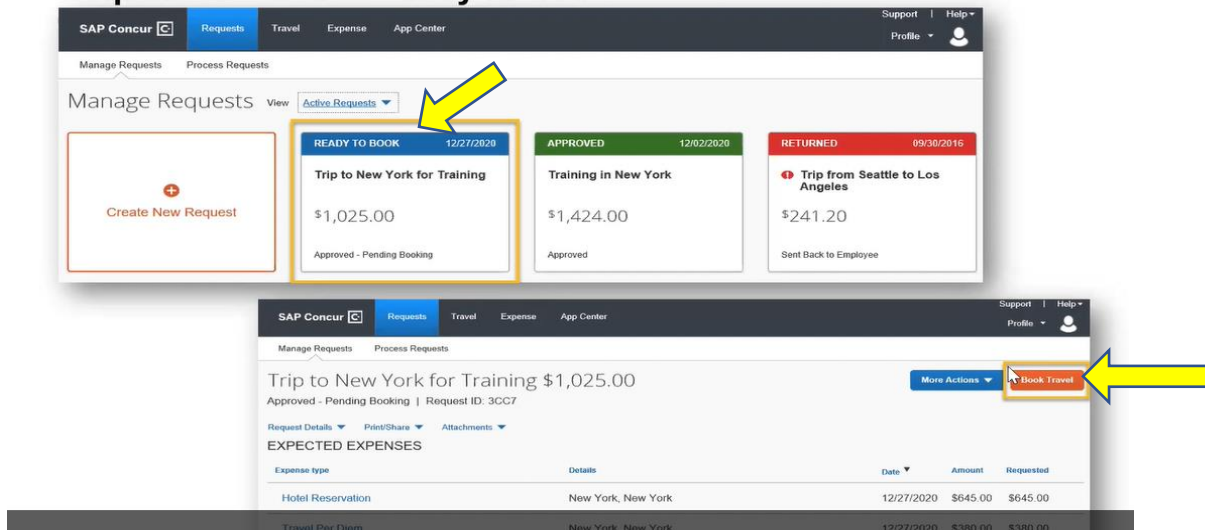
- Before beginning the booking process, make sure your **Concur Profile** is up to date. Click on **Profile** and then **Profile Setting**:



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. A yellow arrow points to the 'Profile' button in the top right corner. Below the navigation bar, there is a sub-menu with 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'My Profile - Personal Information'. It includes a 'Jump To:' dropdown menu set to 'Personal Information' with a 'Choose' button. A warning message states: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.' Below this, an 'Important Note' box contains text about name and airport security. At the bottom, there is a form with fields for 'Title', 'First Name', 'Middle Name', 'Nickname', 'Last Name', and 'Suffix'. The 'First Name' field contains 'William', 'Middle Name' contains 'None', and 'Last Name' contains 'Never'.

Once your Travel Request has been approved, you will receive an email notification that your trip is ready to book and the Travel Request will appear as **READY TO BOOK** on the Concur home page. Click on the Ready to Book block and then click the Book Travel button to start the booking process for this trip:

Request to Travel – Ready to Book



The screenshot shows the SAP Concur 'Manage Requests' page. The top navigation bar includes 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. Below the navigation bar, there are 'Manage Requests' and 'Process Requests' sections. The 'Manage Requests' section has a 'View' dropdown set to 'Active Requests'. A yellow arrow points to a 'READY TO BOOK' card for a 'Trip to New York for Training' with a value of \$1,025.00. To the right, there are 'APPROVED' and 'RETURNED' cards. Below the 'READY TO BOOK' card, there is a 'More Actions' dropdown menu with a yellow arrow pointing to the 'Book Travel' button. Below the 'Book Travel' button, there is a table for 'EXPECTED EXPENSES'.

Expense type	Details	Date	Amount	Requested
Hotel Reservation	New York, New York	12/27/2020	\$645.00	\$645.00
Travel Per Diem	New York, New York	12/27/2020	\$380.00	\$380.00

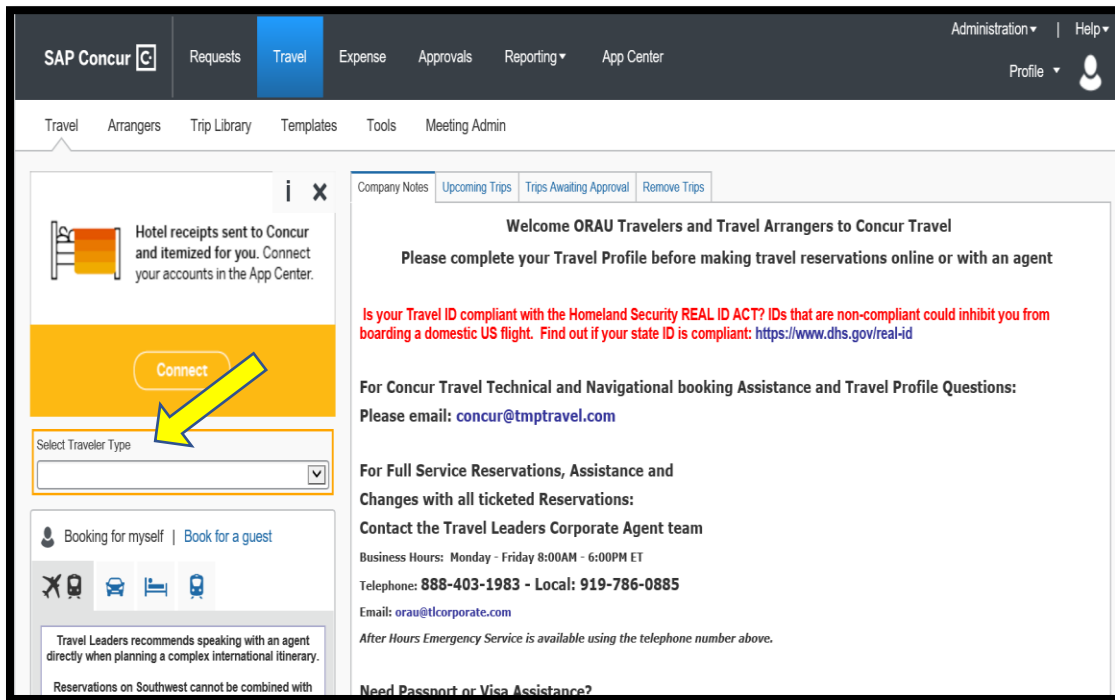
IMPORTANT TIP: Be sure to review the Company Notes for helpful information.

NOTE:

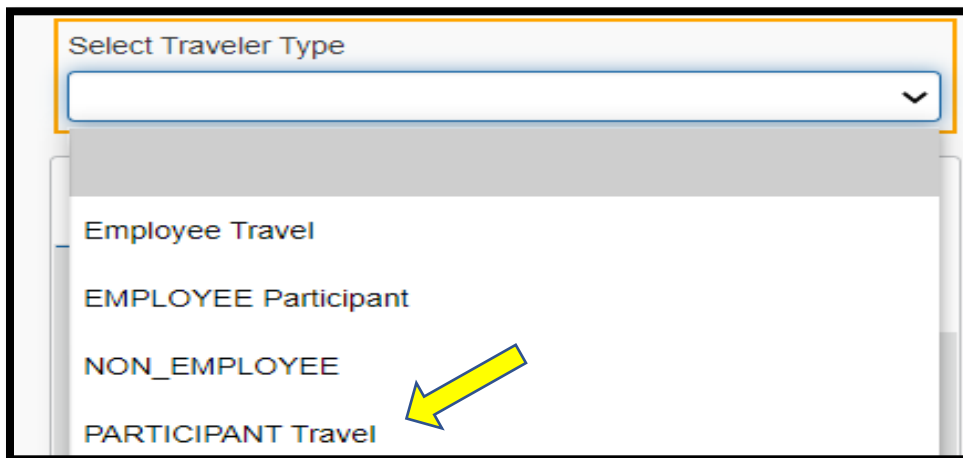
- ❓ A **red asterisk *** indicate a required field.
- ❓ Grey question marks are **Tool Tips** to assist you. To see the Tool Tips, hover your cursor over the ❓.

Start Booking Travel Arrangements


1) Select Travel Type, then PARTICIPANT Travel:

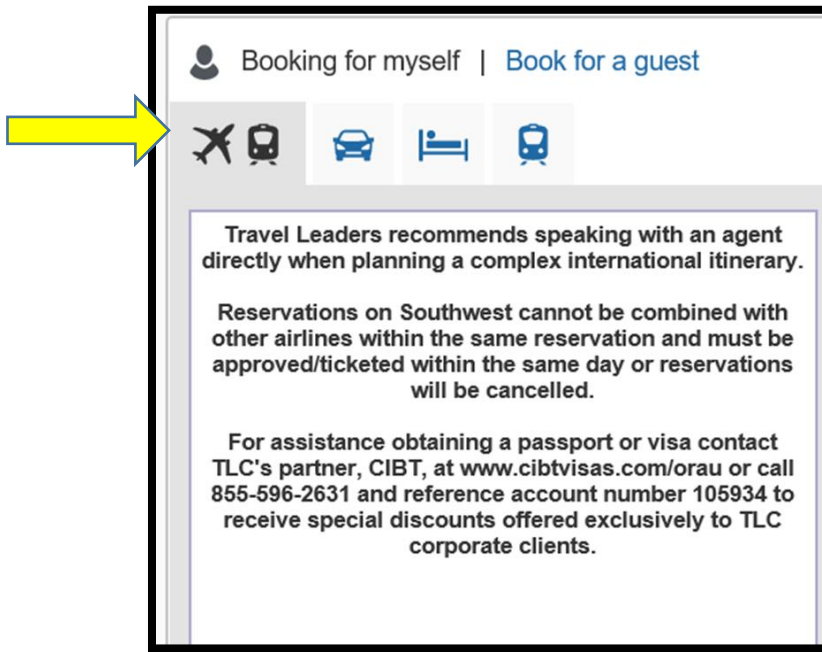


The screenshot shows the SAP Concur Travel interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted), 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are tabs for 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Tools', and 'Meeting Admin'. The main content area is divided into two columns. The left column contains a 'Connect' button, a 'Select Traveler Type' dropdown menu, and options for 'Booking for myself' and 'Book for a guest'. The right column contains a 'Company Notes' section with a welcome message, a warning about REAL ID compliance, contact information for technical assistance, and business hours. A yellow arrow points to the 'Connect' button, and another yellow arrow points to the 'PARTICIPANT Travel' option in the dropdown menu.

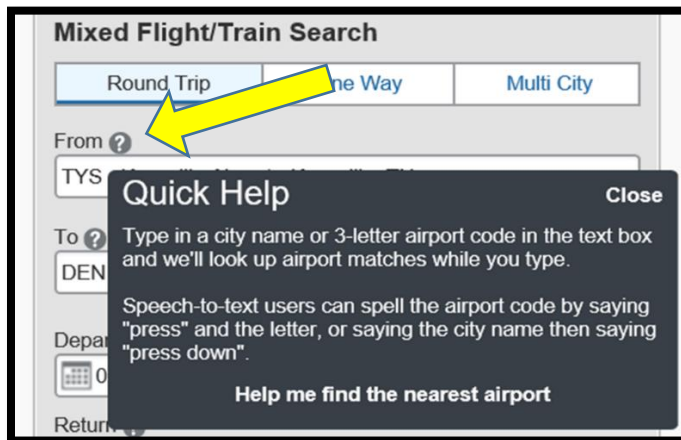


This is a close-up of the 'Select Traveler Type' dropdown menu. The menu is open, showing four options: 'Employee Travel', 'EMPLOYEE Participant', 'NON_EMPLOYEE', and 'PARTICIPANT Travel'. A yellow arrow points to the 'PARTICIPANT Travel' option.

- 2) **Booking for myself** - To book airline travel, click on the Plane/Train  icon tab, where you will book air, train, car rental and hotel in one reservation. If you are booking *only* car rental, hotel, or train, select the appropriate icon tab.



TIP: Click the  for **Quick Help** if needed:



3) **Mixed Flight/Train Search:**

- Click on to select either **Round Trip**, **One Way** or **Multi-City**.
 - Enter the departure/origin airport in the **From** field
 - Enter the arrival/destination airport in the **To** field
 - Enter the **Depart** date, depart, and time frame for departing search
 - Enter the **Return** date, depart, and time frame for arrival search
- TIP:** For help finding airport, see the yellow arrow.
- Car Rental** - For renting a car, select the two boxes (blue arrow) and ensure **National** and **Intermediate** are showing in the pick list.

Mixed Flight/Train Search

Round Trip
One Way
Multi City

From ?

Find an airport | Select multiple airports

To ?

Find an airport | Select multiple airports

Depart ?
 depart ±

Return ?
 depart ±

Pick-up/Drop-off car at airport
 Automatically reserve this car

- g) **Hotel** - To include a hotel in the search, check the **Find a Hotel** box and enter reference point (i.e. airport) and range (miles) for search
- h) Click the **Search** button:

Find a Hotel

Search within miles from

Airport Address
 Company Location Reference Point / Zip Code

Please enter an airport:

Only show results showing:

Specify a carrier ?
 Refundable only air fares

Search

4) Next the system will display the search results as a matrix of carriers with available flights based on the origin to destination; rows indicate flights as **Nonstop, 1 stop and 2 stops**:

Trip Summary

Select Flights or Trains

Round Trip
TYS - DEN
Depart: Tue, 06/01/2021
Return: Sat, 06/05/2021

Select a Car Remove




Pick-up: Tue, 06/01/2021
Drop-off: Sat, 06/05/2021

Select a Hotel Remove

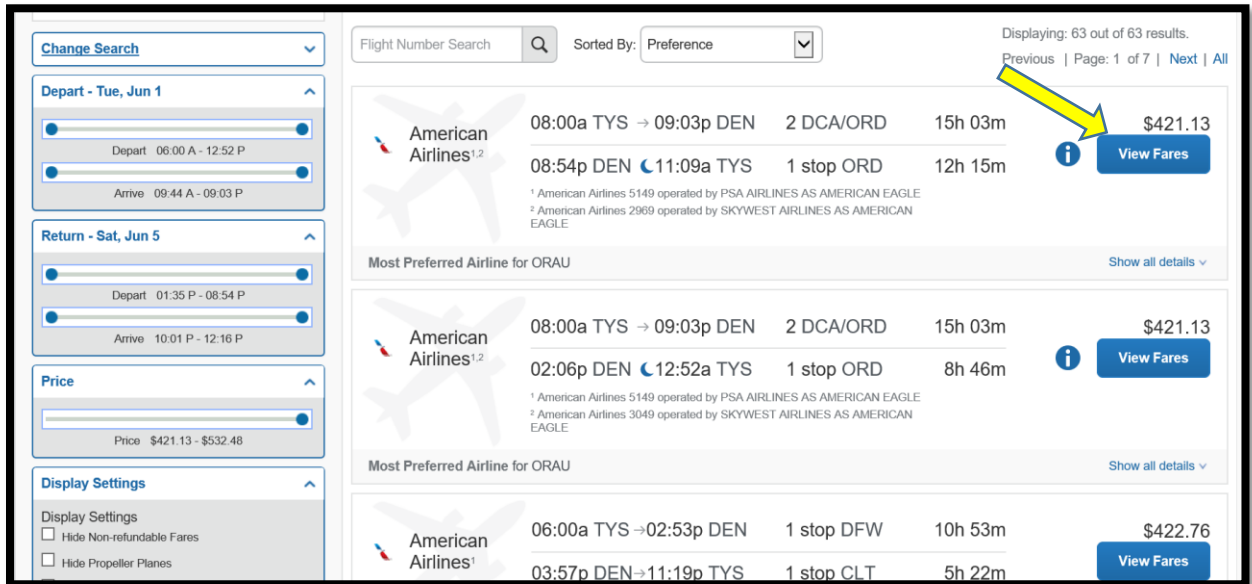
KNOXVILLE, TN TO DENVER, CO
TUE, JUN 1 - SAT, JUN 5


Show as


Hide matrix Print / Email

			
All 63 results	Most Preferred		
Nonstop 1 results	–	–	514.88 1 results
1 stop 25 results	422.76 19 results	513.87 3 results	523.68 3 results
2 stops 37 results	421.13 37 results	–	–

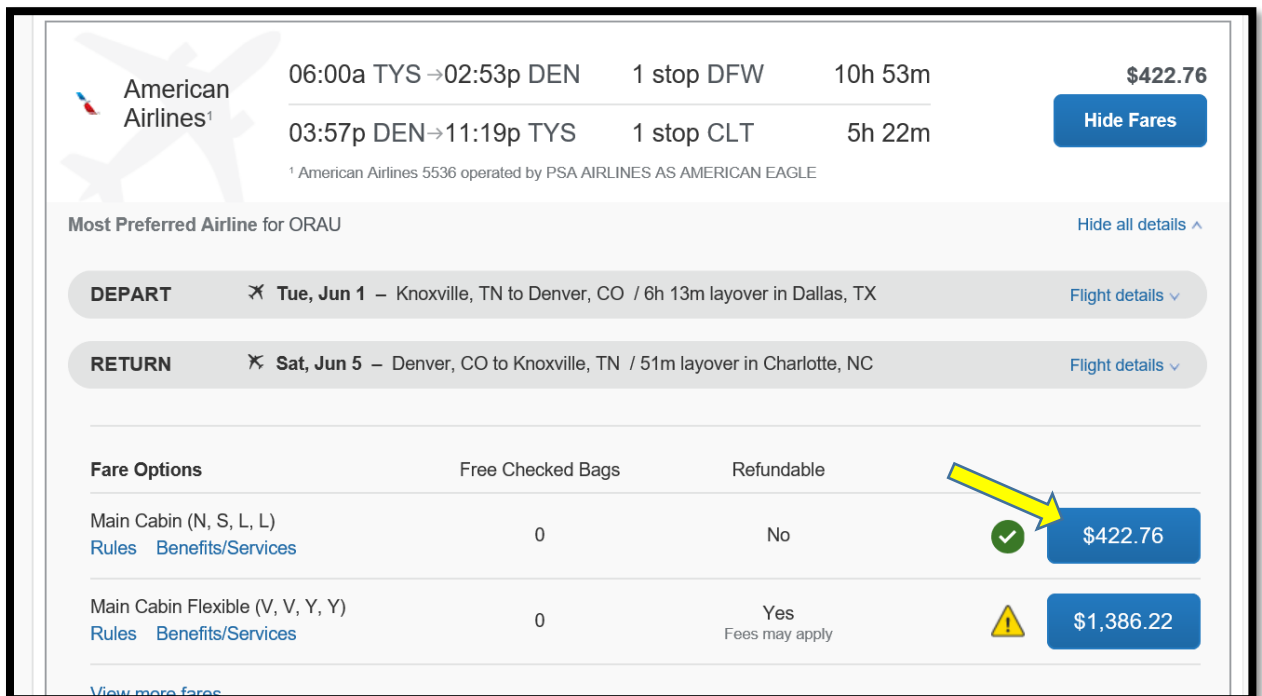
5) Search for desired flights - The lowest fare within reason must be selected. Click **View Fares** button.





TIP:  Green check marks indicate the flight is in accordance with ORAU's Travel Policy.


 Yellow exclamation marks means the flight triggers an audit rule and manager approval is required.

6) After determining your desired flight, click the button with the allowable fare rate.



Fare Options	Free Checked Bags	Refundable	Fare
Main Cabin (N, S, L, L) Rules Benefits/Services	0	No	\$422.76 
Main Cabin Flexible (V, V, Y, Y) Rules Benefits/Services	0	Yes Fees may apply	\$1,386.22 



- 7) The system will provide a **REVIEW PRICE SUMMARY** of the airfare ticket, as well as the ticket rules . Next, click the **Reserve Flight and Continue** button.

REVIEW PRICE SUMMARY 

Description	Fare	Taxes and Fees	Charges
Airfare	\$351.50	\$71.26	\$422.76
Total Estimated Cost: \$422.76			
Total Due Now: \$422.76			


METHOD OF PAYMENT
 PLEASE NOTE: All airline tickets will be charged to ORAU's central billing account.

This purchase will be charged to your company directly.

 **This is a Non-Refundable Ticket** 

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).



- 8) Next, the page will display your **Trip Summary** on the left (note **Car Reserved**) and the allowance for **Lodging Rate, Meals Rate, and Incidentals Rate** on the right.

*It is important to stay within the allowable rates available for government funded travel.
 *If you are lodging in a different city from your airport destination, the location for hotel per diem will need to be updated to city of lodging.

Trip Summary

Flights Reserved
 Round Trip
 TYS - DEN
 Depart: Tue, 06/01/2021
 Return: Sat, 06/05/2021

Car Reserved
 Pick-up: Tue, 06/01/2021
 Drop-off: Sat, 06/05/2021


Select a Hotel
 Nights: 4
 Denver Intl Airport, Denver, CO
 Check-in: Tue, 06/01/2021
 Check-out: Sat, 06/05/2021

Finalize Trip

Hotel Per Diem Locations

Search for Locations near:

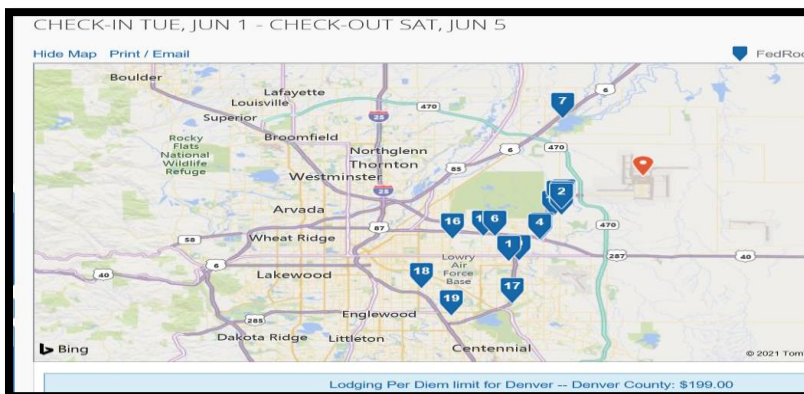
Country/Region (Select a Country/Region to get a list of locations or States)

State/Province 

Location

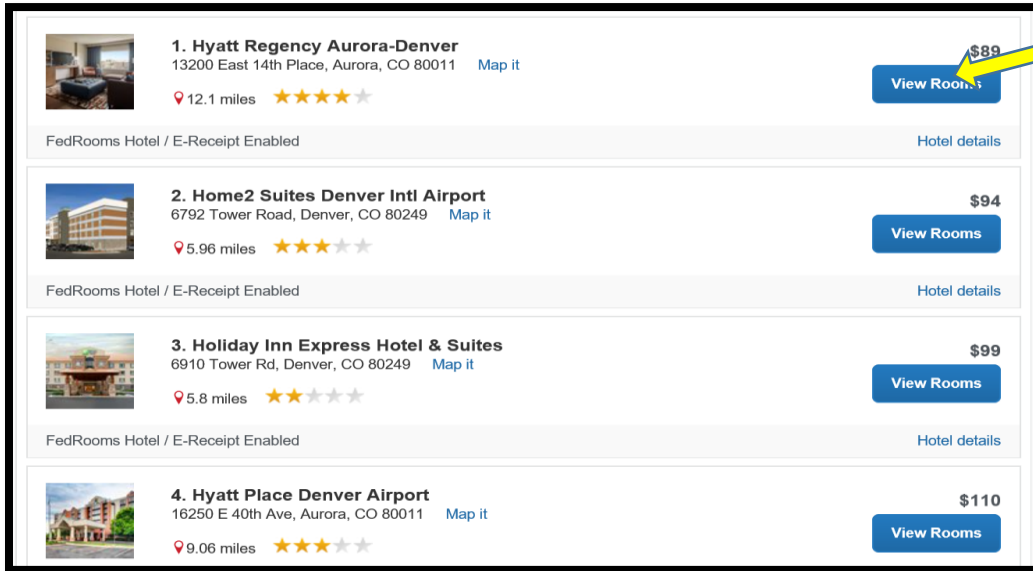
Lodging Rate	Meals Rate	Incidentals Rate
\$ 199	\$ 71	\$ 5

- 9) Next, the system will display a map of the area with the available lodging locations identified by numbered flags at the top of the page. Click on the flags to view the hotel information.



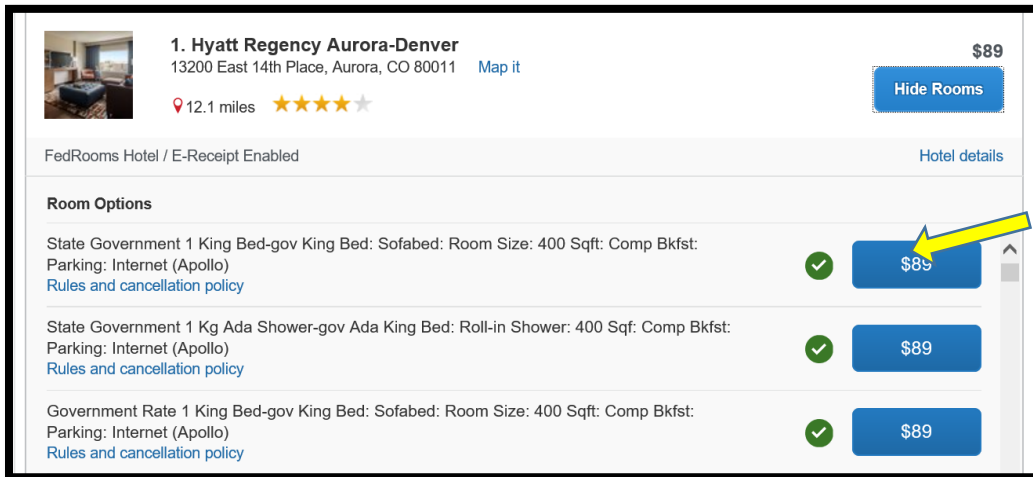
Displayed at the bottom of the page are the available hotels by price. Note the mileage from the selected reference point and the star rating:

10) Click **View Rooms** for details:



Rank	Hotel Name	Address	Mileage	Star Rating	Price	Action
1.	Hyatt Regency Aurora-Denver	13200 East 14th Place, Aurora, CO 80011	12.1 miles	★★★★☆	\$89	View Rooms
2.	Home2 Suites Denver Intl Airport	6792 Tower Road, Denver, CO 80249	5.96 miles	★★★★☆	\$94	View Rooms
3.	Holiday Inn Express Hotel & Suites	6910 Tower Rd, Denver, CO 80249	5.8 miles	★★★★☆	\$99	View Rooms
4.	Hyatt Place Denver Airport	16250 E 40th Ave, Aurora, CO 80011	9.06 miles	★★★★☆	\$110	View Rooms

11) The **View Room** will display details regarding the available room options. The green checkmark means the cost is within ORAU policy. The ⚠ icon indicates manager approval is required and the ! icon indicates not allowed.



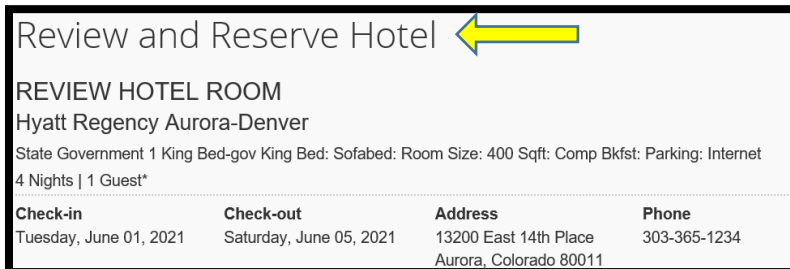
1. Hyatt Regency Aurora-Denver
 13200 East 14th Place, Aurora, CO 80011 [Map it](#) \$89

FedRooms Hotel / E-Receipt Enabled [Hotel details](#)

Room Options

State Government 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy	✔	\$85
State Government 1 Kg Ada Shower-gov Ada King Bed: Roll-in Shower: 400 Sqf: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy	✔	\$89
Government Rate 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy	✔	\$89

12) Select an allowable rate (indicated by green check mark ✔) to see the **Review and Reserve Hotel** summary info and the **Review Price Summary**:



Review and Reserve Hotel ←

REVIEW HOTEL ROOM
 Hyatt Regency Aurora-Denver
 State Government 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet
 4 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Tuesday, June 01, 2021	Saturday, June 05, 2021	13200 East 14th Place Aurora, Colorado 80011	303-365-1234


REVIEW PRICE SUMMARY			
Description	Nightly rate	Dates	Total
Hyatt Regency Aurora-Denver	\$89.00	Jun 01 - Jun 05	\$356.00
Total Estimated Cost: \$356.00*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

13) After reviewing information/summary provided, click **Reserve Hotel and Continue**:

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Hyatt Regency Aurora-Denver 

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 419.58 USD

CXL: 4PM HOTEL TIME DAY OF ARRIV TO AVOID 1NT FEE
CREDIT CARD GUARANTEE REQUIRED

I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)





14) A full review of your booking will display. If accurate, click **Next>>** and follow the prompts to complete the process. Make sure you complete all steps.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel Trip](#)

- Once the ticket has been issued, you will receive a confirmation from our travel agency along with your e-ticket.

15) If only booking a hotel and/or car rental is needed (no airfare), click on the appropriate icon, enter the required information and click **Search**:

National Emerald Club Members should always book an Intermediate size car. When picking up the car you will be able to choose any car from the Emerald Aisle selections.

Car Search

Pick-up date

Drop-off date

Pick-up car at
 Airport Terminal Off-Airport

Please enter an airport.


Return car to another location

[More Search Options](#)

[Search](#)

16) Rental Cars should be booked with **National** or **Enterprise** to receive our negotiated rate that includes limited insurance. Click the blue **Total cost** button to start your car rental reservation.

Displaying: 2 out of 15 results. ?




Intermediate Car - \$38.00 per day (Apollo)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DEN
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost*
\$209.81

Most Preferred Car Vendor for ORAU / E-Receipt Enabled ? [Location details](#)



Intermediate Car - \$38.00 per day (Apollo)

Automatic transmission
Unlimited miles, Pick-up: Terminal: DEN
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)

Total cost*
\$209.81

Most Preferred Car Vendor for ORAU / E-Receipt Enabled ? [Location details](#)

17) Next, the Review Price Summary will display the rental car details and the info below. Click on the **Reserve Car and Continue** to complete the booking.


REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$38.00	Jun 01 - Jun 05	\$209.81*
Total Estimated Cost: \$209.81			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back](#) [Reserve Car and Continue](#)

FOR MORE TIPS - Visit the SAP Concur App Center for some great tools to make your travel life easier and better!

SAP Concur  Requests Travel Expense Approvals Reporting [App Center](#)

App Center
Category: All Apps ▾
Popular Connections
Do more with your favorite apps and services by linking them to Concur

