

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.(Ext 7499)

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 (not available in Concur Standard). |
| 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. |

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	
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	
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	
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.
4	Click Add an Assistant located to the right

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	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	Select desired flights.
10	Review selected flights from the Review and Reserve Flight page. Also confirm seat assignments by clicking the Select Seat button.
11	Click any blue (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 Flight and Continue .
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	
<i>Flight changes are available for e-tickets that include a single carrier.</i>	
<i>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 with the same airline and routing.</i>	
<i>Contact your travel agency, the appropriate Website, or vendor directly if you did not book your trip using Concur Travel.</i>	
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 .

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4	On the itinerary, click the appropriate link to: <ul style="list-style-type: none"> Email your itinerary Change seat Change the flight day or time for travel (you cannot change the airline) Add, change, or cancel parking Add, change, or cancel a taxi Add, change, or cancel car rental Add, change, or cancel hotel
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 .