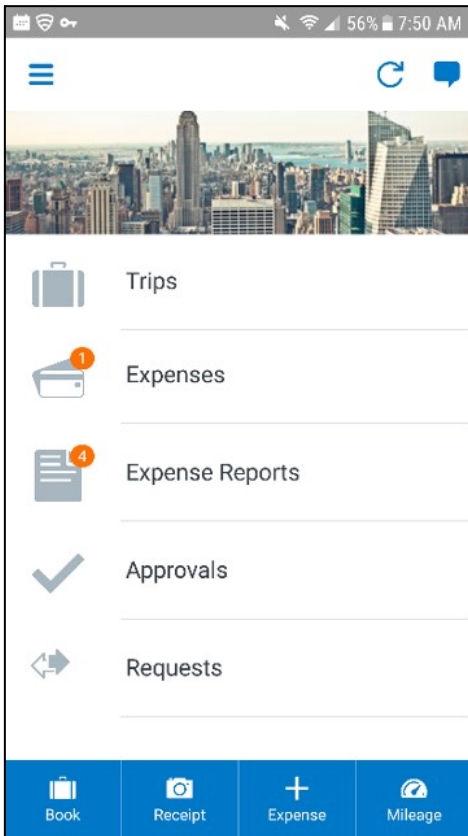| Mobile App User Guide **Concur Travel** **Last Revised: October 15, 2019**	This guide describes the current version, which is shown on the "Introduction" guide.	Applies to these mobile devices: ☐ iPhone ☐ iPad ☒ Android

IMPORTANT: Be aware that your company's configuration may not allow for all of the features described here. Generally, if a feature is not available in your configuration of the web version of SAP Concur, then it is not available in the mobile app.

Concur Travel simplifies the corporate travel booking experience by bringing the entire booking process and travel data into one place. Travelers see and manage travel their itineraries in SAP Concur's online travel booking tool.
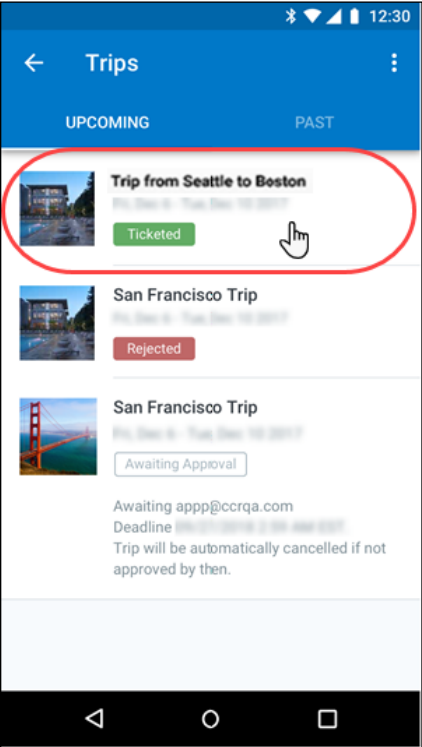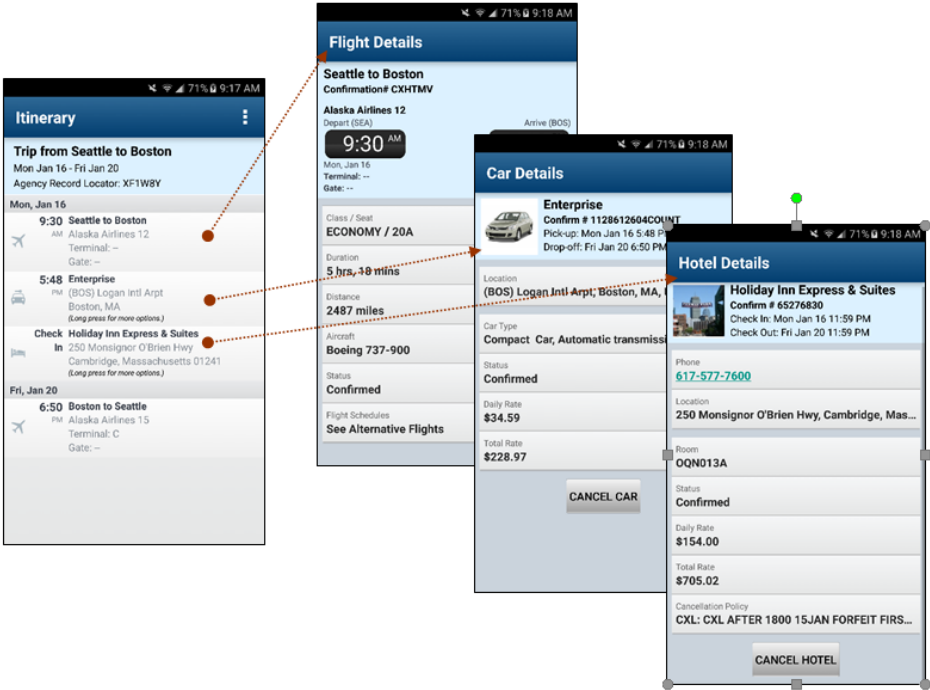
Concur Travel users can:

- Access content from multiple global distribution systems, negotiated and published prices, direct connects, and web-only fares
- Use the SAP Concur mobile app to streamline business travel planning, itinerary management, and expense reporting
- Take pictures of receipts and assign them to line items in expense reports.
- Use Concur® TripLink to capture and manage invisible travel bookings

Concur Travel

View an Itinerary

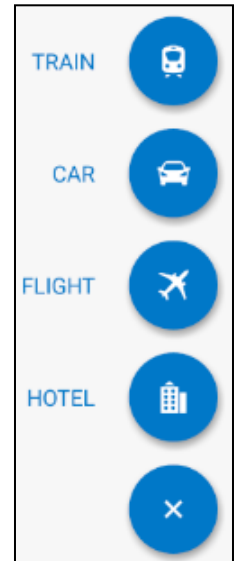If you have any trips, a counter ☐1 is displayed in the **Trips** section of the home screen.

Screen(s)	Description/Action
	To view an itinerary: 1) On the home screen, tap **Trips**. 2) On the **Trips** screen, you can: • On the **Upcoming** and **Past** tabs, view trip status, date, etc. • View travel agency information. 3) To open a trip, tap the desired trip.
	4) On the **Itinerary** screen, tap each segment to see the details.

Book a Flight

Depending on your configuration, you may be able to search for and book a flight.
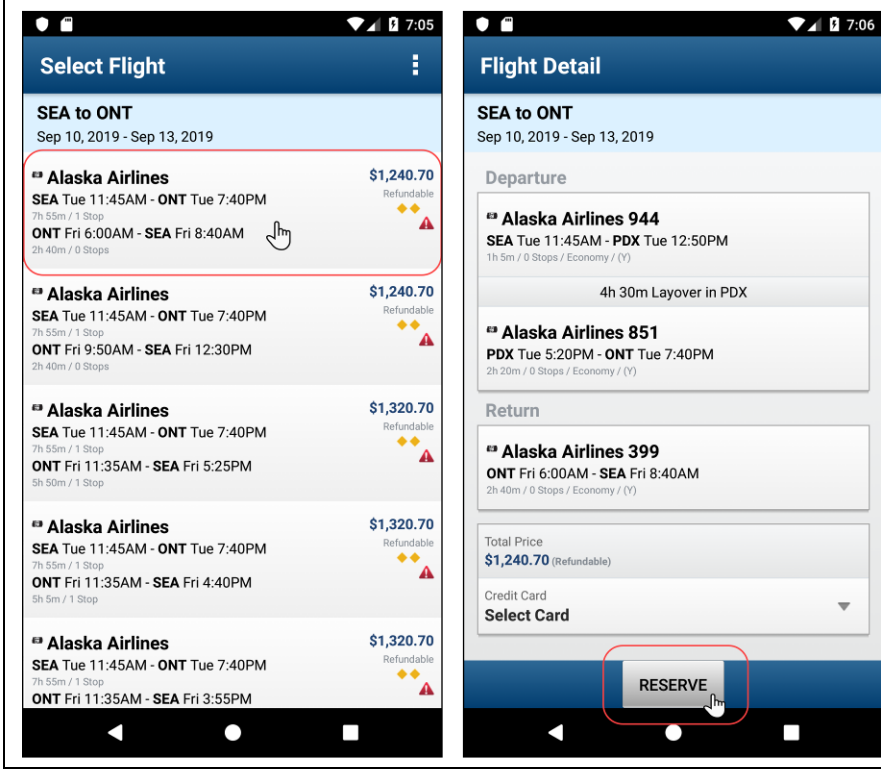
To search for and book a flight:

- On the home screen, tap [Book icon] (lower-left corner) and then tap **Book a Flight** on the **Select an Action** menu.
  – or –

- On the **Trips** screen, tap [+] (lower-right corner) and then tap **Flight** on the menu.

Screen(s)	Description/Action
[Book Flight screen and Results Summary screen images]	To book a flight: 1) On the **Book Flight** screen: • Tap **One Way** or **Round Trip**. • Enter the search criteria. • Tap **Search**. 2) On the **Results Summary** screen, tap the desired carrier.

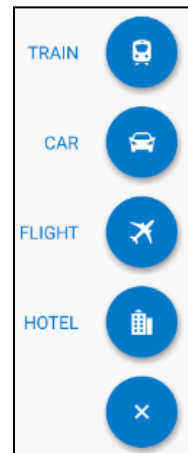| Screen(s)	Description/Action
	3) On the **Select Flight** screen, tap the desired flight. 4) On the **Flight Detail** screen: • Review for accuracy. • Fill in the fields and make the desired selections. • Tap **Reserve**.

Book a Rental Car

To search for and book a rental car:

- On the home screen, tap [📘Book] (lower-left corner) and then tap **Book a Car** on the **Select an Action** menu.
  – or –

- On the **Trips** screen, tap ⊕ (lower-right corner) and then tap **Car** on the menu.
  – or –

- To add a car to an existing itinerary, with the itinerary open, tap the menu (MENU) button and then tap **Add Car**.
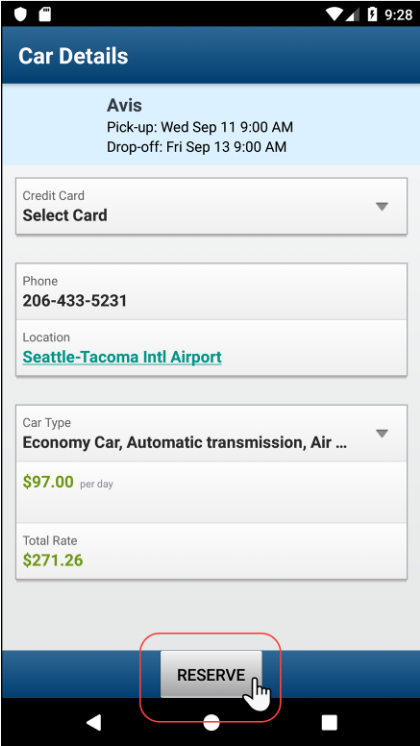
| Add Car |
| Add Hotel |
| Refresh |

TRAIN	🚆
CAR	🚗
FLIGHT	✈
HOTEL	🏢
	✕

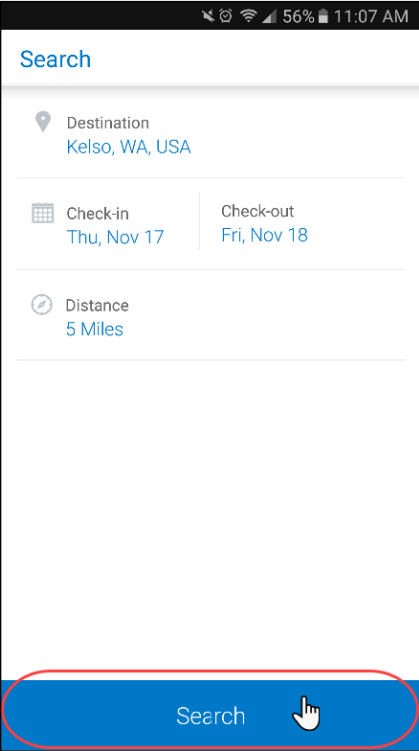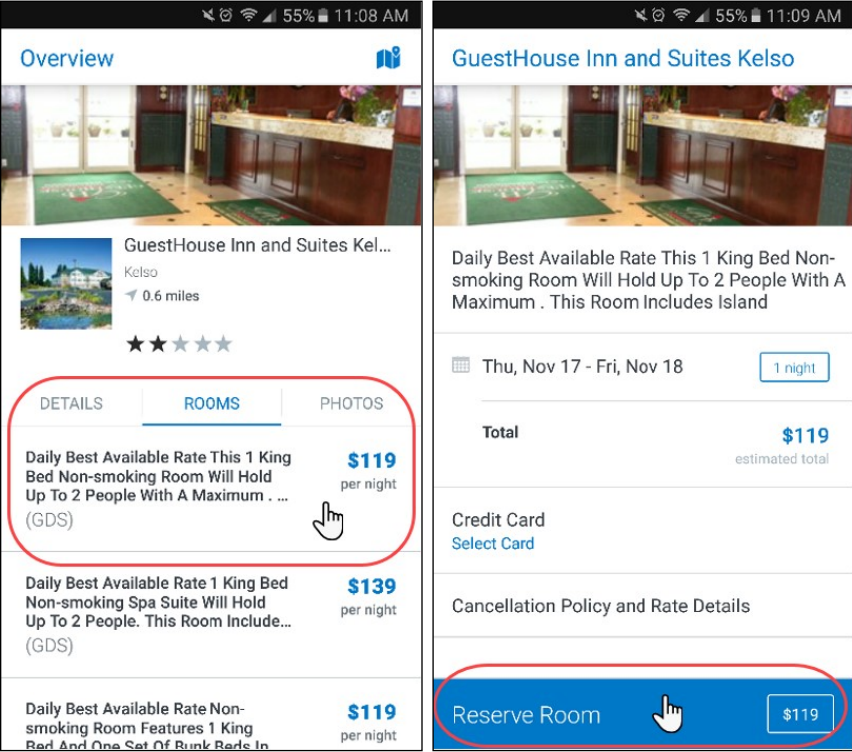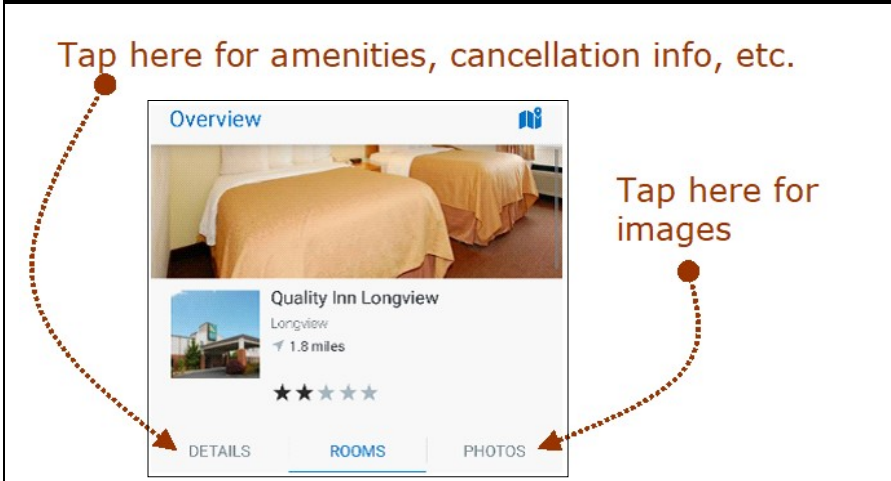| Screen(s)	Description/Action
Book Car screen — 9:27 Location: Seattle-Tacoma Intl Airport — SEA Departure: Wed, Sep 11 — 9:00 AM Return: Fri, Sep 13 — 9:00 AM Car Type: Economy **Search** **Car Choices** screen — 9:28 Seattle-Tacoma Intl Airport, Seattle, WA (SEA) Wed Sep 11, 2019 - Fri Sep 13, 2019 **Intermediate SUV** Automatic transmission, Air conditioning, Unlimited Miles, Total: $258.18 — $92.00 ⚠ per day **Economy Car** Automatic transmission, Air conditioning, Unlimited Miles, Total: $271.26 — $97.00 per day **Compact Car** Automatic transmission, Air conditioning, Unlimited Miles, Total: $276.49 — $99.00 per day **Intermediate Car** Automatic transmission, Air conditioning, Unlimited Miles, Total: $281.72 — $101.00 per day **Standard Car** Automatic transmission, Air conditioning, Unlimited Miles, Total: $286.95 — $103.00 ⚠ per day **Full-size Car** Automatic transmission 60 Results	To book a rental car: 1) On the **Book Car** screen: - Enter the search criteria. - Tap Search. 2) On the **Car Choices** screen, tap the desired car.

Screen(s)	Description/Action
Car Details **Avis** Pick-up: Wed Sep 11 9:00 AM Drop-off: Fri Sep 13 9:00 AM Credit Card **Select Card** Phone **206-433-5231** Location **Seattle-Tacoma Intl Airport** Car Type **Economy Car, Automatic transmission, Air …** **$97.00** per day Total Rate **$271.26** **RESERVE**	3) On the **Car Details** screen: • Review for accuracy. • Fill in the fields and make the desired selections. • Tap Reserve. **NOTE:** Depending on your company's configuration, you may not be able to book a car unless you are adding it to an existing itinerary.

Book a Hotel

To search for and book a hotel:

- On the home screen, tap [Book] (lower-left corner) and then tap **Book a Hotel** on the **Select an Action** menu.
  – or –

- On the **Trips** screen, tap [+] (lower-right corner) and then tap **Hotel** on the menu.
  – or –

- To add a hotel to an existing itinerary, with the itinerary open, tap the menu [MENU] button and then tap **Add Hotel**.

  – or –

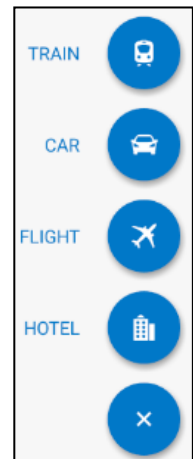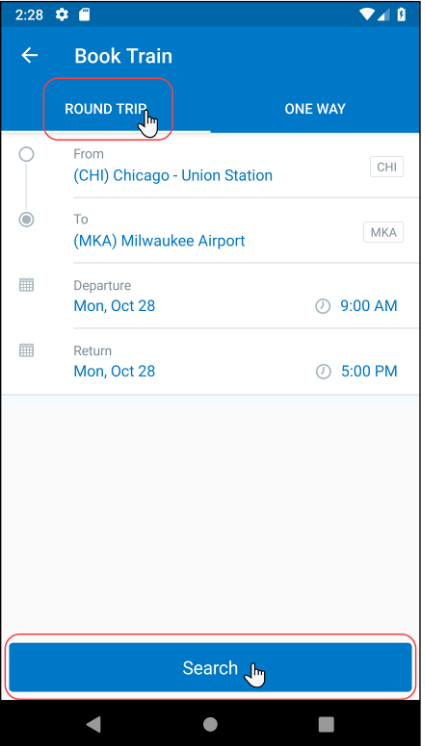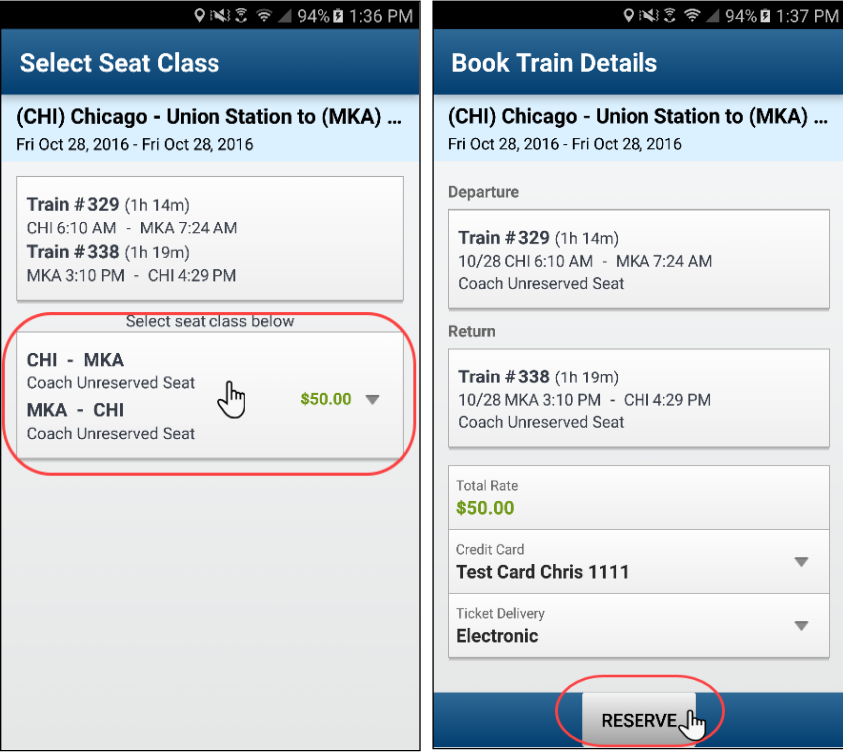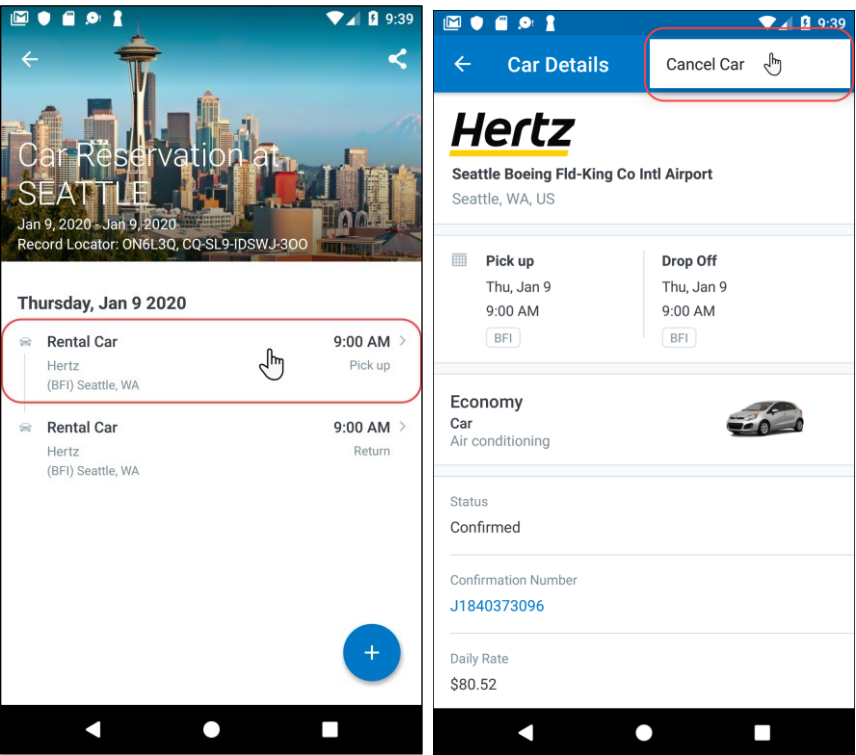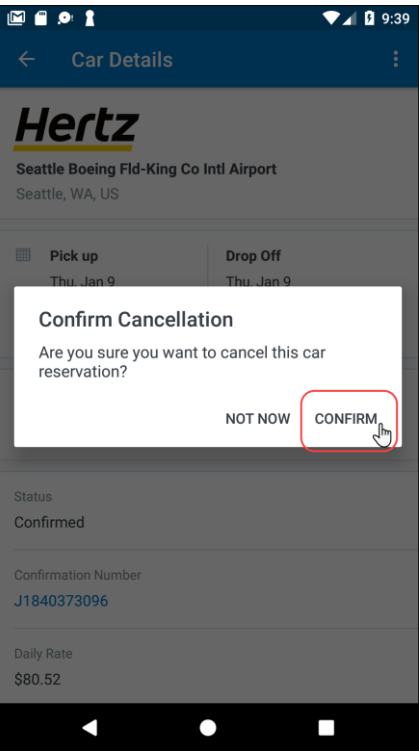- On the search result screen, tap [icon] to get the office location results.

TRAIN 🚆

CAR 🚗

FLIGHT ✈️

HOTEL 🏢

✕

Add Car

Add Hotel

Refresh

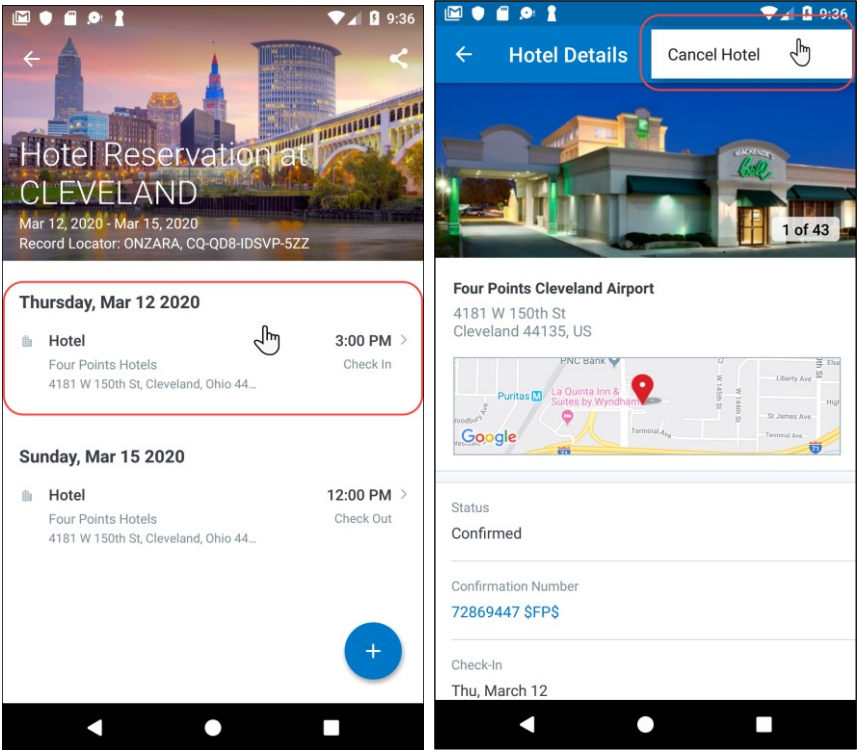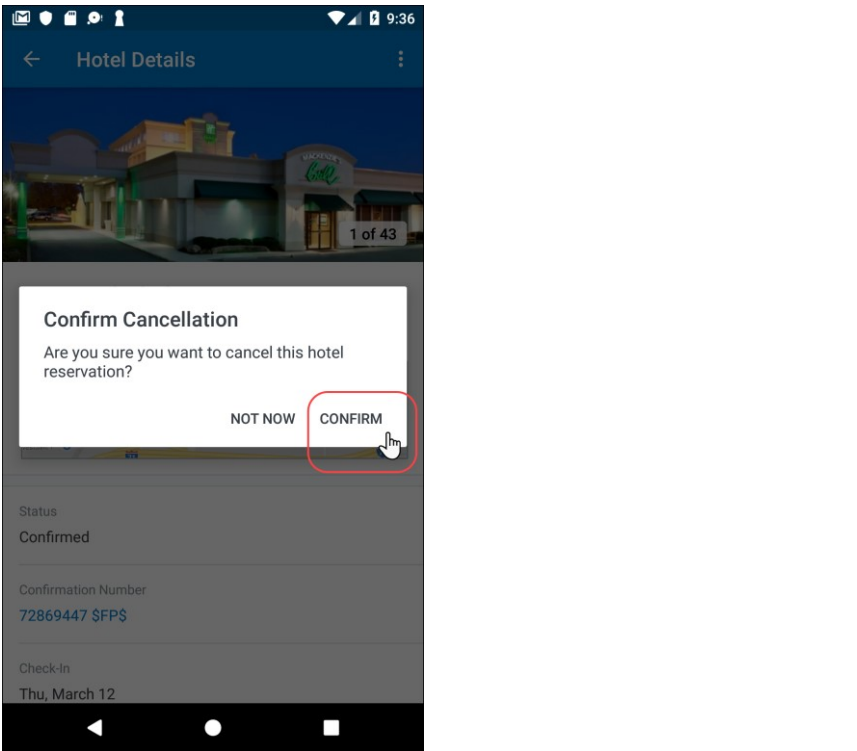| Screen(s)	Description/Action
	To book a hotel: 1) On the **Search** screen: • Enter the search criteria. • Tap Search. 2) On the **Hotels** screen, tap the desired hotel.
	3) On the **Overview** screen, tap the desired room. 4) On the next screen: • Review for accuracy. • Fill in the fields and make the desired selections. • Tap **Reserve Room**. **NOTE:** Depending on your company's configuration, you may not be able to book a hotel unless you are adding it to an existing itinerary.

Screen(s)	Description/Action
Tap here for amenities, cancellation info, etc. Overview Quality Inn Longview Longview 1.8 miles ★★☆☆☆ DETAILS ROOMS PHOTOS Tap here for images	To access amenities: • Tap here for amenities, cancellation info, etc. • Tap **Photos** (lower-right corner) to view images.

Book Amtrak Direct Connect

You can book rail if your company is configured to use Amtrak Direct Connect.

• On the home screen, tap [Book] (lower-left corner) and then
  tap **Book Train** on the **Select an Action** menu.
  – or –

• On the **Trips** screen, tap [+] (lower-right corner) and then
  tap **T rain** on the menu.

TRAIN

CAR

FLIGHT

HOTEL

×

Screen(s)	Description/Action
	1) On the **Book Train** screen: • Tap **One Way** or **Round Trip**. • Enter the search criteria. • Tap Search. 2) On the **Select Train** screen, tap the desired trip.
	3) On the **Select Seat Class** screen, tap the desired seat. 4) On the **Book Train Details** screen: • Review for accuracy. • Fill in the fields and make the desired selections. • Tap **Reserve**.

Cancel a Rental Car Reservation

There are two ways to cancel a car reservation on an itinerary.

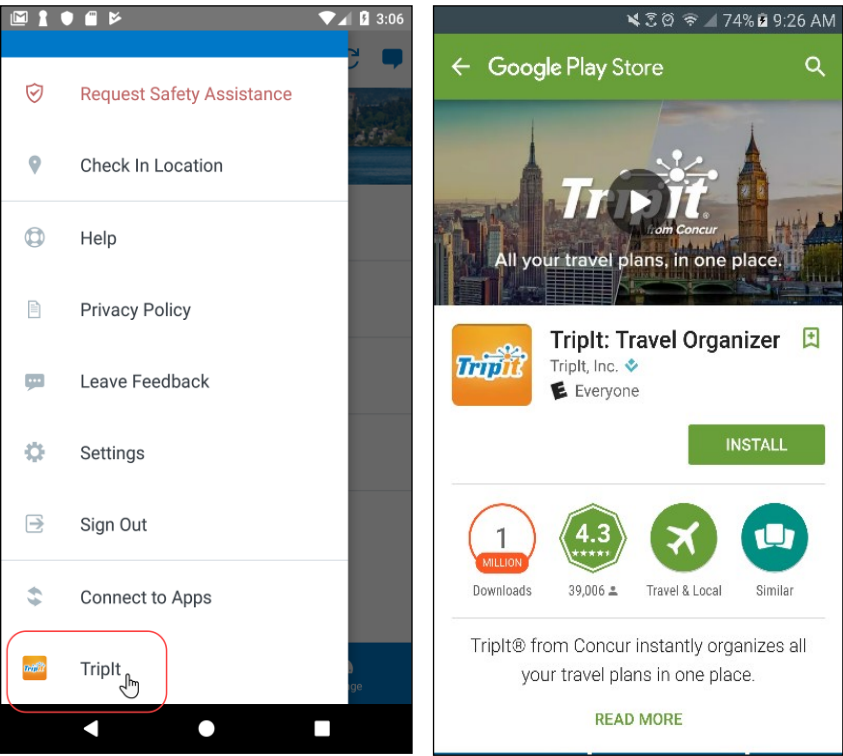| Screen(s)	Description/ Action
	To cancel a rental car reservation: 1) On the itinerary, tap the desired reservation. 2) On the **Car Details** screen, tap ⋮ (upper-right corner). 3) From the list (upper-right corner), select *Cancel Car*.
	4) In the **Confirm Cancellation** window, tap **Confirm**.
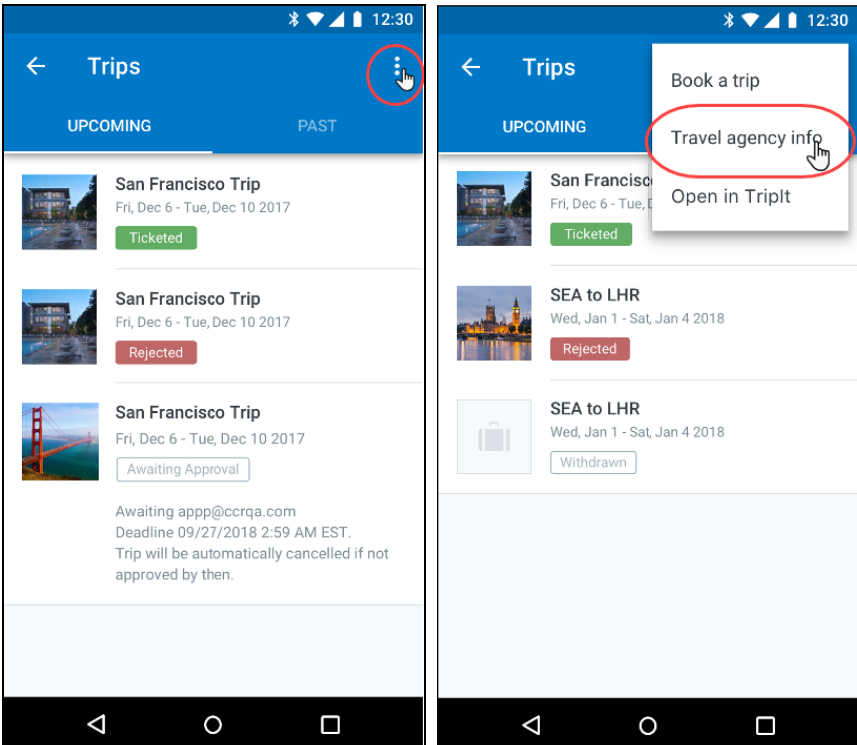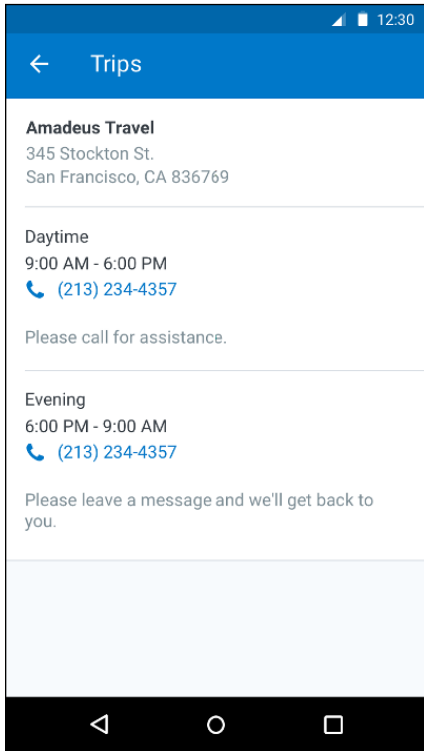
Cancel a Hotel Reservation

There are two ways to cancel a hotel reservation on an itinerary.

Screen(s)	Description/Action
	To cancel a hotel reservation: 1) On the itinerary, tap the desired reservation. 2) On the **Hotel Details** screen, tap ⋮ (upper-right corner). 3) From the list (upper-right corner), select *Cancel Hotel.*
	4) In the **Confirm Cancellation** window, tap **Confirm**.

View Agency Information

You can access your agency information, such as hours, phone numbers, and web site information.
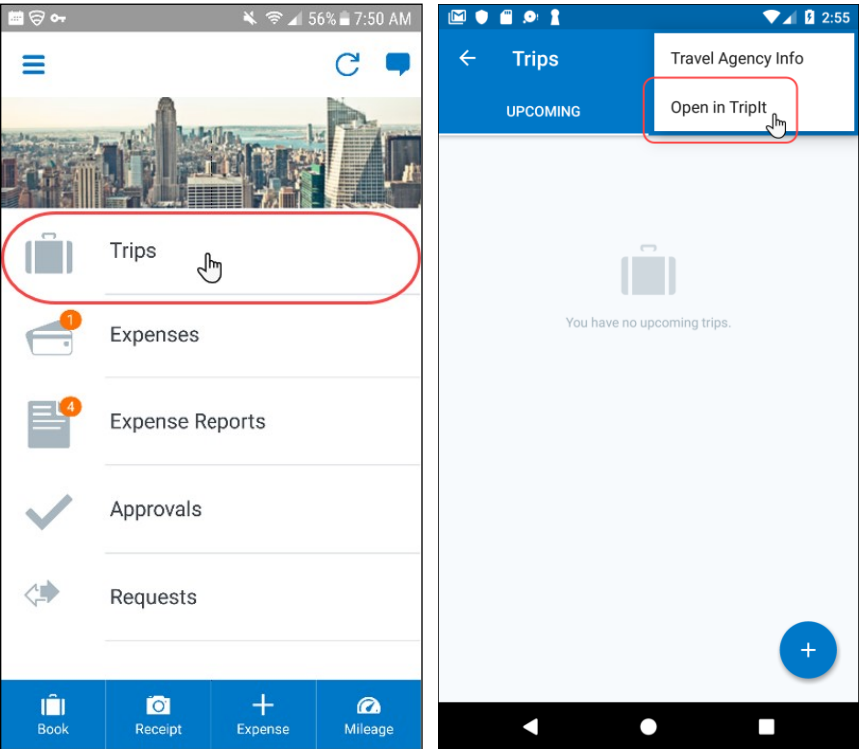
Screen(s)	Description/ Action
	To view agency information: 1) On the home screen, tap **Trips**. 2) Tap [icon]. (upper-right corner). 3) From the list, select *Travel Agency Info.*
	The travel agency information screen appears.

Use TripIt and Other Apps

Depending on your company's configuration, TripIt (and other apps) may be available for download via the home screen.

Screen(s)		Description/Action
		To use TripIt or other apps: 1) On the home screen, tap. ▤ (upper-left corner). 2) Tap the desired option and download.

View TripIt Itinerary

Screen(s)	Description/Action
	To view your TripIt itinerary: 1) On the home screen, tap **Trips**. 2) On the **Trips** screen, tap ⋮ (upper-right corner). 3) From the list (upper-right corner), select *Open in TripIt*.