

Home Screen

TRIP SEARCH

Booking for myself | Book for a guest

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: Departure city, [input]

To: Arrival city, [input]

Search

Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday

Search

ALERTS

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

For online assistance please call 877-727-5188
For full-service assistance please call 210-366-9565

Hours of operation: 8:00am - 5:30pm CST
After Hours: 5:31pm - 7:59am CST
After Hours Toll Free Number 800-441-6512 use VIT Code S-B7NG

Read more

MY TRIPS (0)

You currently have no upcoming trips.

FACTS & STATS

Did you know?
89% of business travelers agree that mobile technology improves their travel experience.

Did you know?
If you don't have a garment bag, you can roll your blazer and put it at the top of your bag to prevent wrinkles.

Annotations:

- Go here to book travel for others and update profiles. (Green arrow pointing to 'Travel' in the navigation bar)
- Look here for important notifications and action items. (Green arrow pointing to 'ALERTS')
- Find your upcoming trips here. (Green arrow pointing to 'MY TRIPS')
- Enter the trip parameters here. (Blue callout pointing to the search form)
- Always read Company Notes for important updates and information. (Blue callout pointing to 'COMPANY NOTES')

Notes:

Profile Screen

CONCUR | Travel | Reporting | App Center | Administration | Help | Profile

Profile | Personal Information | Change Password | System Settings | Mobile Registration | Travel Vacation Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

Profile Options

Select one of the following to customize your user profile.

- Personal Information**
Your home address and emergency contact information.
- Company Information**
Your company name and business address or your remote location address.
- Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**
Going to be out of the office? Configure your backup travel manager.
- Mobile Registration**
Set up access to Concur on your mobile device.
- System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**
How can we contact you about your travel arrangements?
- Setup Travel Assistants**
You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**
Carrier, Hotel, Rental Car and other travel-related preferences.
- Change Password**
Change your password.

Here are some of the most helpful links on this page:

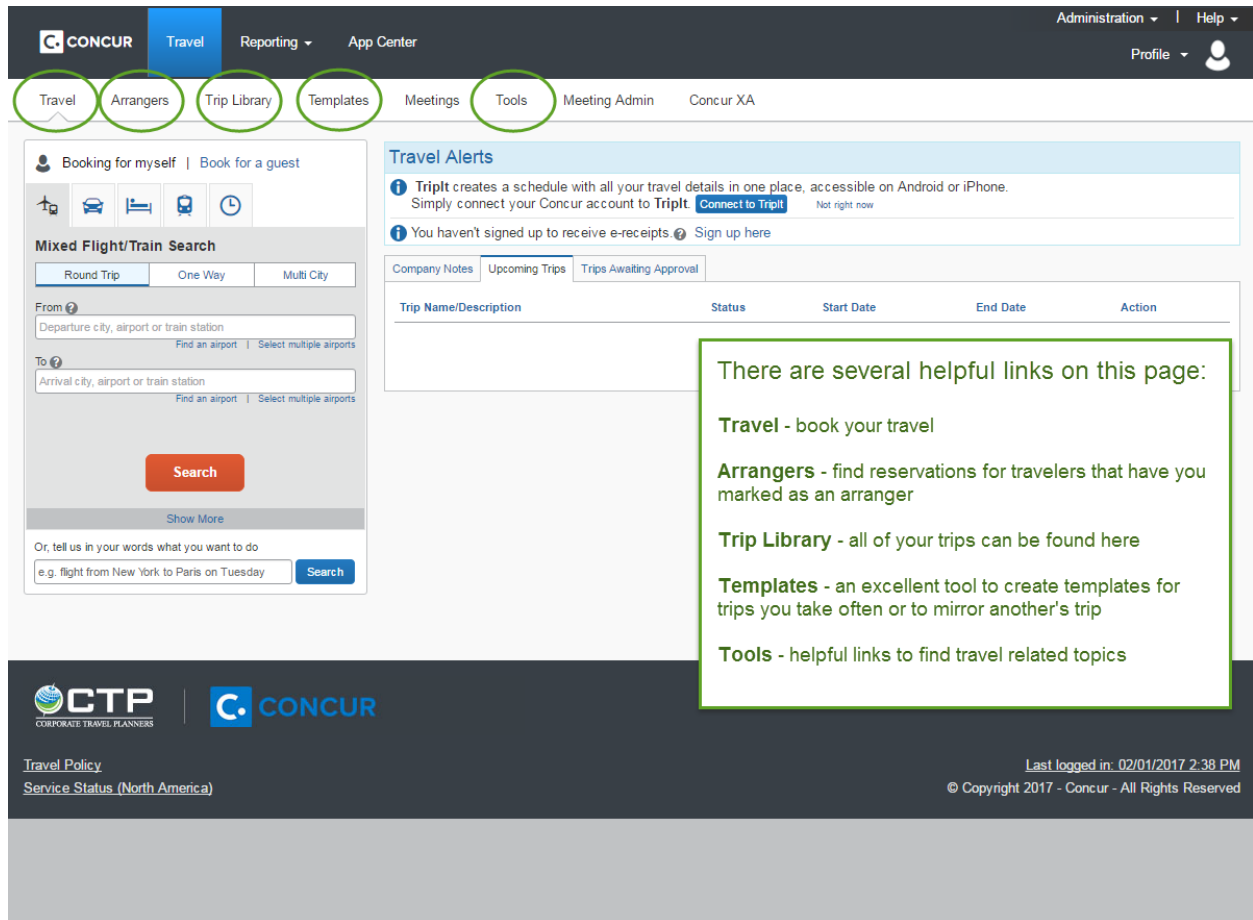
- Personal Information** - go here to update the profile (preferences, personal information etc...)
- E-Receipt Activation** - a great way to stay organized
- Mobile Registration** - information about the Concur Mobile App
- System Settings** - choose email notification options
- Change Password** - be sure to update frequently

CTP | **CONCUR**

Travel Policy | Last logged in: 01/30/2017 2:43 PM

Notes:

Travel Tab Screen



The screenshot shows the Concur Travel Tab interface. The top navigation bar includes 'CONCUR', 'Travel', 'Reporting', and 'App Center'. Below this, a secondary navigation bar contains 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Meetings', 'Tools', 'Meeting Admin', and 'Concur XA'. The 'Tools' link is circled in green.

The main content area is divided into two sections. On the left is the 'Mixed Flight/Train Search' form, which includes fields for 'From' and 'To' (departure and arrival city, airport, or train station), a 'Search' button, and a 'Show More' link. On the right is the 'Travel Alerts' section, which contains information about connecting to Tript and receiving e-receipts. Below the alerts is a table with columns for 'Trip Name/Description', 'Status', 'Start Date', 'End Date', and 'Action'.

A callout box with a green border highlights the following helpful links:

- Travel** - book your travel
- Arrangers** - find reservations for travelers that have you marked as an arranger
- Trip Library** - all of your trips can be found here
- Templates** - an excellent tool to create templates for trips you take often or to mirror another's trip
- Tools** - helpful links to find travel related topics

The footer of the page includes the CTP and CONCUR logos, a 'Travel Policy' link, a 'Service Status (North America)' link, and a copyright notice: '© Copyright 2017 - Concur - All Rights Reserved'. A 'Last logged in' timestamp is also visible: '02/01/2017 2:38 PM'.

Notes:

Air Results Screen

CONCUR
Travel | Reporting | App Center
Administration | Help

Travel | Arrangers | Trip Library | Templates | Meetings | Tools | Meeting Admin | Concur XA
Profile |

Trip Summary

Select Flights or Trains

Round Trip
SAT - ORD
Depart: Mon, 04/10/2017
Return: Thu, 04/13/2017

Finalize Trip

SAN ANTONIO, TX TO CHICAGO, IL
MON, APR 10 - THU, APR 13

Show as USD

Hide matrix	Print	United	Delta	American Airlines
All 49 results				
Nonstop 2 results		1 results	—	1 results
1 stop 39 results		6 results	10 results	14 results
2 stops 8 results		—	8 results	—

Click any cell in the matrix to sort results.

Change Search

From: SAT - San Antonio Intl - San Antonio, TX

To: ORD - O'Hare Intl Arpt - Chicago, IL

Depart: 04/10/2017 09:00 am ±2

Return: 04/13/2017 05:00 pm ±3

Search by: Schedule

Specify a carrier

Refundable only airfare

Search

Shop by Fares | **Shop by Schedule**

Choose between schedule and fares

Depart | Return

San Antonio, TX - Mon, Apr 10, 2017

Flight Number Search | Sorted By: Preference

Displaying: 49 out of 58 results. Previous 1 2 3 4 5 Next | All

United	07:00a SAT → 09:55a ORD	Nonstop		Make your selection	Select
2h 55m / United 3638 - View seats Embraer 170 (Sabre)					
Delta	07:00a SAT → 09:01a SLC	Nonstop	Economy		Select
	01:55p SLC → 06:07p ORD	Nonstop	Economy		Select
11h 7m / Delta 2875, Delta 4460 - View seats Airbus Industrie A319, Canadair Regional Jet 900 (Sabre)					
Delta	07:00a SAT → 09:01a SLC	Nonstop	Economy		Select
United	12:35p SLC → 04:40p ORD	Nonstop	Economy		Select

Adjust your parameters here.

Tab between departure and return options

Notes:

Feb 2, 2017

CTP Internal

Page 4 of 10

Car Results Screen

CONCUR Travel Reporting App Center
Administration | Help

Travel Arrangers Trip Library Templates Meetings Tools Meeting Admin Concur XA

Trip Summary

Select a Car
Pick-up: Mon, 04/10/2017
Drop-off: Thu, 04/13/2017

Be sure to consider preferred vendors.

PICK UP: (ORD) ON MON, APR 10 01:00 PM
RETURN: THU, APR 13 01:00 PM

Show as USD

All 87 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size	Minivan	Full-size Van	Compact
Enterprise Most Preferred	62.57	62.57	66.37	67.32	67.32	63.91	--	69.90
National Most Preferred	80.00	62.50	63.50	64.50	65.50	100.00	118.61	85.50
AVIS Preferred	80.00	85.00	90.00	95.00	95.00	145.00	125.00	108.30
Alamo Less Preferred	144.00	42.00	43.00	45.00	45.00	54.00	60.00	60.00
Budget Less Preferred	62.70	62.70	66.50	67.45	67.45	118.75	110.20	108.30
Hertz Preferred	66.48	66.48	69.06	69.91	70.76	136.83	145.47	96.64

Sorted By: Policy - Most Compliant

Displaying: 87 out of 87 results. Previous | Page: 1 of 9 | Next | All

Special Special - \$57.00 per day (Sabre)

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

Total cost*
\$261.87

Make your selection.

Compact Car - \$62.50 per day (Sabre)

Automatic transmission
Unlimited miles. Pick-up: Terminal: ORD
Adults: 2, Children: 2, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost*
\$284.06

Look for E-receipt Enabled vendors

Change Car Search

Pick-up date: 04/10/2017 01:00 pm

Drop-off date: 04/13/2017 01:00 pm

Pick-up car at: Airport Terminal Off-Airport

Please enter an airport: ORD - O'Hare Intl Arpt - O

Return car to another location

[More Search Options](#)

Search

Car Display Filters

Unlimited miles

Air conditioning

Hybrid

Car Transmission

Automatic

Manual

Notes:

Hotel Results Screen

Trip Summary

Select a Hotel

Nights: 3
Chicago, IL, USA
Check-in: Mon, 04/10/2017
Check-out: Thu, 04/13/2017

Finalize Trip

Change Search

Check-in Date: 04/10/2017
Check-out Date: 04/13/2017

Find hotels within 5 miles from

Reference Point / Zip Code: Chicago, IL

Price: \$179 - \$2,799

Hotel Chain: Chain

Hotel Amenities: Breakfast (34), Broadband Internet (94), Business center (65), Convention center (0), Dry cleaning (87)

CHECK-IN MON, APR 10 - CHECK-OUT THU, APR 13

Interactive map! Zoom in and out to find the best choice.

Look for Company Preferred Hotels

Adjust your parameters here.

Make your selection

Watch for out of policy warnings

Hotel Name	Address	Distance	Rating	Price	Action
1. Hotel Blake Chicago, an Ascend Hotel	500 S Dearborn St, Chicago, IL 60605	0.19 miles	4.5 stars	\$179	View Rooms
2. Central Loop Hotel	111 West Adams St, Chicago, IL 60603-4102	0.11 miles	4.5 stars	\$194	View Rooms
3. Hampton Inn Majestic Theatre District	22 W Monroe St, Chicago, IL 60603	0.2 miles	4.5 stars	\$219	View Rooms
4. Hyatt Centric The Loop Chicago	100 W Monroe Street, Chicago, IL 60603	0.2 miles	5 stars	\$278	View Rooms

Notes:

Travel Details Screen

CTP | **CONCUR**

Administration | Help

Profile

Travel Arrangers Trip Library Templates Meetings Tools Meeting Admin Concur XA

Trip Summary

✓ **Finalize Trip**

Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Trip summary shows where you are in the process

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from San Antonio to Denver [\(Edit\)](#) **Change trip name**

Start Date: May 15, 2017

End Date: May 17, 2017

Created: February 01, 2017, Thomas Hinshaw (Modified: February 01, 2017)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: ZJQBUE

Passengers: Thomas Christopher Hinshaw

Total Estimated Cost: \$854.62 USD [\(Details\)](#)

Airfare must be ticketed by: 02/02/2017 11:55 PM Central
[Change frequent flyer program](#)

RESERVATIONS

San Antonio, TX (SAT) to Denver, CO (DEN) [Change](#) | [Cancel all Air](#)

CALL A 210-524-3314
DIRECT DIAL 210-524-3314
THERE IS A 16.00 CHARGE PER CALL/PER RESERVATION
PLUS ADDL. FEES FOR INTERNATIONAL CALLS AND TICKETING

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.

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

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Travel Policy
Service Status (North America)

Last logged in: 02/01/2017 8:32 AM
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Notes:

Trip Booking Information Screen

The screenshot shows the 'Trip Booking Information' screen in the Concur system. The page is divided into a 'Trip Summary' sidebar and a main 'Trip Booking Information' area. The sidebar shows a 'Finalize Trip' section with options to 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main area contains several input fields: 'Trip Name' (with the example 'Trip from San Antonio to Dallas'), 'Trip Description' (optional), 'Comments for the Travel Agent' (optional), and a 'Do you have an unused ticket in your profile you would like to use?' [Required] checkbox. There are also buttons for 'Display Trip', 'Hold Trip', '<< Previous', 'Next >>', and 'Cancel Trip'. Annotations include a green arrow pointing to the 'Comments for the Travel Agent' field with the text 'Add comments to agent when needed.', a blue cloud pointing to the 'Trip Name' and 'Trip Description' fields with the text 'Update or add Trip Name, Trip Description and other options.', and another green arrow pointing to the 'Do you have an unused ticket...' checkbox with the text 'Indicate if you have an unused ticket.'. A blue cloud at the bottom right says 'Choose your next step'. A warning message at the bottom states: 'Please enter information about this trip then press Next to finalize your reservation. 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.'

Notes:

Trip Confirmation Screen

CONCUR | Travel | Reporting | App Center | Administration | Help | Profile

Travel | Arrangers | Trip Library | Templates | Meetings | Tools | Meeting Admin | Concur XA

Trip Summary

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page. To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from San Antonio to Dallas
Start Date: April 18, 2017
End Date: April 19, 2017
Created: February 02, 2017, Thomas Hinshaw (Modified: February 02, 2017)
Description: (No Description Available)
Comments to Agent: Training PNR...please do not ticket
Do you have an unused ticket in your profile you would like to use?: Yes, unused ticket applies.
Agency Record Locator: MGZEDH
Passengers: Thomas Christopher Hinshaw
Total Estimated Cost: \$176.40 USD

Airfare must be ticketed by: 02/02/2017 11:55 PM Central

Agency Name: Corporate Travel Planners (CTP-Multi Site)

RESERVATIONS

Tuesday, April 18, 2017

OFFICE HOURS JUST HOW TO BOOK

FOR AFTER HOURS EMERGENCIES ONLY
 CALL AGENT24 855-784-9282
 DIRECT DIAL 210-524-3314
 THERE IS A 16.00 CHARGE PER CALL/PER RESERVATION
 PLUS ADDL. FEES FOR INTERNATIONAL CALLS AND TICKETING

Almost done... Please confirm this itinerary.

&
&
&

CTP | **CONCUR**

[Travel Policy](#) | [Service Status \(North America\)](#) | Last logged in: 02/01/2017 2:38 PM | © Copyright 2017 - Concur - All Rights Reserved

Notes:

Finished Screen

Finished!
You have successfully booked your trip!

Trip Record Locator : MGZEDH

This trip complies with your travel policy.
Your itinerary has been saved. Corporate Travel Planners (CTP-Multi Site) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by: 02/02/2017 11:55 pm Central

TRIP OVERVIEW

Trip Name: Trip from San Antonio to Dallas
Start Date: April 18, 2017
End Date: April 19, 2017
Created: February 02, 2017, Thomas Hinshaw (Modified: February 02, 2017)
Description: (No Description Available)
Comments to Agent: Training PNR...please do not ticket
Do you have an unused ticket in your profile you would like to use?: Yes, unused ticket applies.
Agency Record Locator: MGZEDH
Passengers: Thomas Christopher Hinshaw
Total Estimated Cost: \$176.40 USD

RESERVATIONS
Thursday, April 18, 2017

CALL A NI24 35-784-9282
 DIRECT DIAL 210-524-3314
 THERE IS A 16.00 CHARGE PER CALL/PER RESERVATION
 PLUS ADDL. FEES FOR INTERNATIONAL CALLS AND TICKETING

Make your choice

Your itinerary has been saved.

[Print Itinerary](#) [E-mail Itinerary](#) [Return to Travel Center](#)

Notes:
