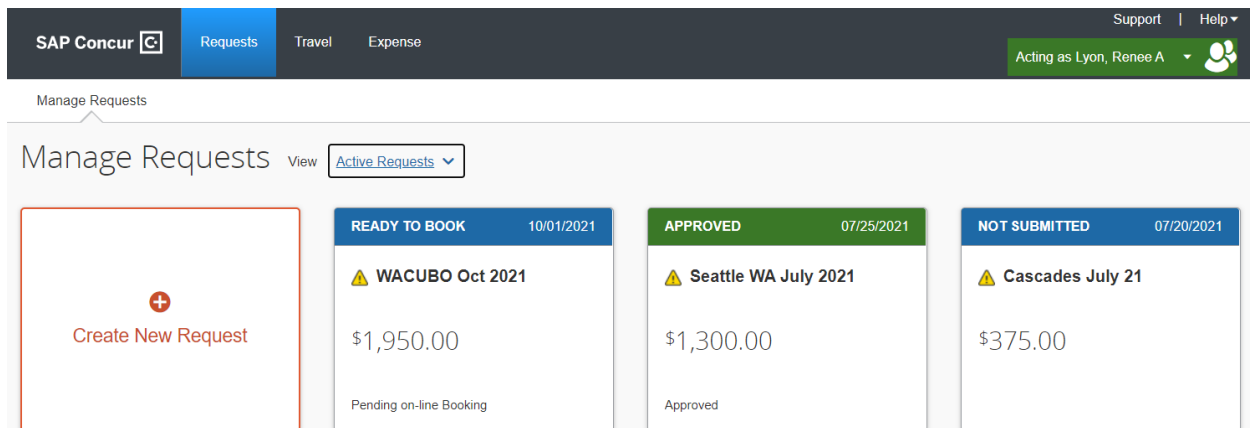


## From Pre-Trip Travel Request to Booking Travel

Once you have a **Pre-Trip Travel Request** that has been approved, and in that request you selected **Booked with Concur Online**, you will receive notice that your request has been approved and that you are able to go into Concur to book your travel. *Note: In your **Pre-Trip Travel Request** it is important to include airfare, car rental, and commercial lodging (hotel) if you want to be able to reserve these items in Concur.*

## Select the “Ready to Book” Request

From the **Requests** tab, click on the approved **Pre-Trip Travel Request**, which will read **Ready to Book** in the status at the top of the request and **Pending on-line Booking** within the overview information of the request.



The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests' (selected), 'Travel', and 'Expense'. A user profile bar on the right shows 'Acting as Lyon, Renee A'. Below the navigation, the 'Manage Requests' section has a 'View' dropdown set to 'Active Requests'. Three request cards are displayed:

Status	Request Title	Amount	Notes
READY TO BOOK	WACUBO Oct 2021	\$1,950.00	Pending on-line Booking
APPROVED	Seattle WA July 2021	\$1,300.00	Approved
NOT SUBMITTED	Cascades July 21	\$375.00	

After clicking on the approved **Pre-Trip Travel Request**, it takes us into the request.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

SAP Concur

Requests Travel Expense

Support | Help

Acting as Lyon, Renee A

Manage Requests

Alerts: 1

WACUBO Oct 2021 \$1,950.00

Pending on-line Booking | Request ID: 34H6

More Actions Book Travel

Request Details Print/Share Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Airfare	Portland (PDX) - Seattle (SEA) : Round Trip	10/01/2021	\$500.00	\$500.00
Commercial Lodging	Seattle, Washington	10/01/2021	\$800.00	\$800.00
Car Rental	Seattle, Washington - Seattle, Washington	10/01/2021	\$250.00	\$250.00
03. Meals		10/01/2021	\$400.00	\$400.00

Estimated Total: \$1,950.00

From this screen, click the **Book Travel** button in the top right corner of the request.

## Your Travel Itinerary

This takes you to the **Your Itinerary** screen, based on the information you entered in the **Pre-Trip Travel**

**Request:** your desired flight's location, date, time; your desired car rental's location, date, time; your desired hotel's location and dates.

The **Travel Request Itinerary** outlines the items that Concur will walk you through reserving. If you do not see an item here that you plan to book using Concur (*i.e., airfare, car rentals, lodging*), please check your **Pre-Trip Travel Request** to ensure that you have selected and entered those expenses on your request.



# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

SAP Concur

Requests

Travel

Expense

Support | Help

Acting as Lyon, Renee A

Travel

Trip Library

Templates

Meetings

Tools

Trip Summary

Select Flights or Trains

Round Trip

PDX - SEA

Depart: Fri, 10/01/2021

Return: Thu, 10/07/2021

Finalize Trip

Change Search

Depart - Fri, Oct 1

Depart 06:00 A - 01:40 P

Arrive 07:08 A - 11:25 P

Return - Thu, Oct 7

Depart 06:00 A - 01:55 P

Arrive 06:53 A - 11:35 P

PORTLAND TO SEATTLE

FRI, OCT 1 - THU, OCT 7

Show as USD

Hide matrix | Print / Email

	Delta	Alaska Airlines	United	Amtrak Regional	Multiple	Southwest	Linear Air
All 421 results	Preferred	Preferred	Preferred				
Nonstop 123 results	86.61 12 results	96.80 56 results	—	54.00 2 results	224.63 52 results	—	3,649.00 1 results
1 stop 251 results	225.77 10 results	189.61 204 results	268.24 3 results	—	—	430.96 23 results	3,653.50 11 results
2 stops 47 results	210.07 3 results	—	281.94 4 results	—	—	—	3,658.00 40 results

Shop by Fares

Shop by Schedule

Flight/Train Number Search

Sorted By: Stops

Displaying: 421 out of 459 results

Previous | Page: 1 of 43 | Next | All

Amtrak Regional

08:20a → 11:50a

Direct

3h 30m

07:25a → 10:55a

Direct

3h 30m

\$54.00

## Change Search

On the left side of the **Select Flights or Trains** screen, we can use **Change Search** to change and update our preferences for airline or train travel. Click the downward caret next to **Change Search** to expand the menu.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

**Change Search**

From  
PDX - Portland Airport - Portland, OR  
[Find an airport](#) | [Select multiple airports](#)

To  
SEA - Seattle-Tacoma Intl Airport - Seattle, WA  
[Find an airport](#) | [Select multiple airports](#)

Depart  
10/01/2021 dep 10:00 an ± 4

Return  
10/07/2021 dep 10:00 an ± 4

Search by  
Price

☐ Specify a carrier ?  
☐ Include additional refundable air fares

**Search**

Based on the **Pre-Trip Travel Request**, it has pre-populated the departing and arrival airports, as well as the departure and return dates and times. The default departure and return times include  $\pm 4$  hours before and after the times listed in the request.

## Refining Your Search

You can update the parameters to search for flights from to  $\pm 2$  hours before/after a set time, up to  $\pm 12$  hours before/after the set time.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The screenshot shows the 'Change Search' form with the following details:

- From:** PDX - Portland Airport - Portland, OR
- To:** SEA - Seattle-Tacoma Intl Airport - Seattle, WA
- Depart:** 10/01/2021, dep, 10:00 an, with a dropdown menu open showing options from  $\pm 2$  to  $\pm 12$ . The  $\pm 4$  option is currently selected.
- Return:** 10/07/2021, dep, 10:00 an
- Search by:** Price
- ☐ Specify a carrier
- ☐ Include additional refundable air fares
- Search** button

Within the **Change Search** you can search by schedule instead of price, which is the default.

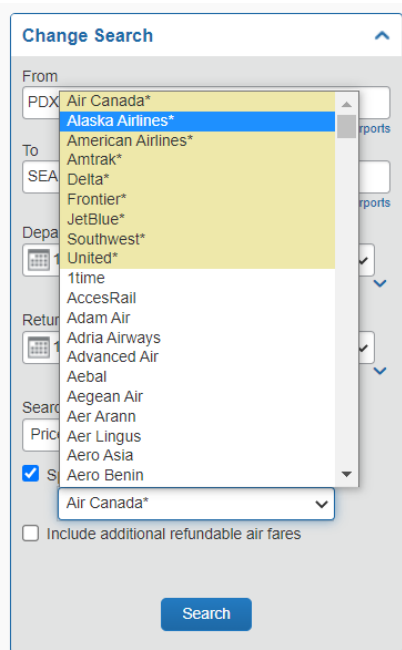
The screenshot shows the 'Change Search' form with the following details:

- From:** PDX - Portland Airport - Portland, OR
- To:** SEA - Seattle-Tacoma Intl Airport - Seattle, WA
- Depart:** 10/01/2021, dep, 10:00 an,  $\pm 2$
- Return:** 10/07/2021, dep, 10:00 an,  $\pm 2$
- Search by:** Price (dropdown menu open showing 'Price' and 'Schedule' options, with 'Schedule' highlighted)
- ☐ Specify a carrier
- ☐ Include additional refundable air fares
- Search** button

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

You can also elect to search for flights or trains from a specific carrier. You will need to check the box next to this feature, and a dropdown menu with carriers will appear.



The screenshot shows the 'Change Search' dropdown menu. The 'From' field is set to 'PDX' and the 'To' field is set to 'SEA'. The 'Depart' date is set to '11/1' and the 'Return' date is set to '11/1'. The 'Search' button is at the bottom. The dropdown menu is open, showing a list of airlines. The list includes: Air Canada\*, Alaska Airlines\*, American Airlines\*, Amtrak\*, Delta\*, Frontier\*, JetBlue\*, Southwest\*, United\*, 1time, AccesRail, Adam Air, Adria Airways, Advanced Air, Aebal, Aegean Air, Aer Arann, Aer Lingus, Aero Asia, Aero Benin, and Air Canada\*. The 'Search' button is at the bottom of the dropdown menu.

In addition to searching OSU's preferred airlines, Concur automatically searches airlines where you have a frequent flyer number and you have included "always search this airline" in your profile. If you select an airline here, Concur will search your chosen airline a bit deeper instead of searching all of your preferred airlines. Remember, not all airlines fly all routes, so if you choose an airline and it does not appear on the results screen, it may not fly between your selected cities. On this dropdown menu, one asterisk next to a carrier indicates that it is a major airline, and two asterisks indicates that it is a Frequent Flyer carrier.

To update the flights and trains displayed based on the criteria you selected within the **Change Search** feature, click **Search** at the bottom of the feature.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

Trip Summary

Select Flights or Trains

Round Trip  
PDX - SEA  
Depart: Fri, 10/01/2021  
Return: Thu, 10/07/2021

Finalize Trip

Previous Searches

Previous Searches

Load

Change Search

From  
PDX - Portland Airport - Portland, OR

Find an airport

Select multiple airports

To  
SEA - Seattle-Tacoma Intl Airport - Seattle, WA

Find an airport

Select multiple airports

Depart  
10/01/2021 dep 10:00 an ± 2

Return  
10/07/2021 dep 10:00 an ± 2

Search by  
Price

☒ Include additional refundable air fares

Search

Depart - Fri, Oct 1

PORTLAND, OR TO SEATTLE, WA  
FRI, OCT 1 - THU, OCT 7

Show as USD

Hide matrix

Print / Email

	Alaska Airlines	Delta	United	Southwest	Multiple	Linear Air
All 404 results	Preferred	Preferred	Preferred			
Nonstop 34 results	170.89 12 results	197.10 4 results	—	—	633.84 14 results	3,124.50 4 results
1 stop 204 results	391.45 90 results	411.96 5 results	550.25 2 results	490.96 4 results	499.60 60 results	3,129.00 43 results
2 stops 166 results	—	440.36 10 results	580.86 4 results	—	629.39 48 results	3,398.00 104 results

Shop by Fares

Shop by Schedule

Train Number Search

Sorted By: Stops

Displaying: 334 out of 404 results.

Previous | Page: 1 of 34 | Next | All

Alaska Airlines<sup>1</sup>

08:30 AM PDX → 09:38 AM SEA

Nonstop

1h 08m

08:30 AM SEA → 09:27 AM PDX

Nonstop

57m

<sup>1</sup> AS 2034 operated by HORIZON AIR AS ALASKAHORIZON

Preferred Airline

More fares/details

Refundable Main

\$170.89

Select

Alaska Airlines<sup>1</sup>

10:45 AM PDX → 11:53 AM SEA

Nonstop

1h 08m

08:30 AM SEA → 09:27 AM PDX

Nonstop

57m

<sup>1</sup> AS 2034 operated by HORIZON AIR AS ALASKAHORIZON

Preferred Airline

More fares/details

Refundable Main

\$170.89

Select

## Shop by Fares & Shop by Schedule

The **Shop by Fares** tab shows the cheapest options for travel and includes the prices.

Shop by Fares

Shop by Schedule

Flight/Train Number Search

Sorted By: Stops

Displaying: 421 out of 459 results.

Previous | Page: 1 of 43 | Next | All

Amtrak Regional

08:20a → 11:50a

Direct

3h 30m

\$54.00

ROUND TRIP: PORTLAND - AMTRAK - UNION STATION TO SEATTLE - KING ST. STATION

Show all details

Amtrak Regional

07:25a → 10:55a

Direct

3h 30m

\$54.00

ROUND TRIP: PORTLAND - AMTRAK - UNION STATION TO SEATTLE - KING ST. STATION

Show all details

Delta<sup>1</sup>

07:21 AM PDX → 08:20 AM SEA

Nonstop

59m

07:38 AM SEA → 08:42 AM PDX

Nonstop

1h 04m

<sup>1</sup> DL 3555 operated by SKYWEST DBA DELTA CONNECTION

Preferred Airline

More fares/details

Basic Economy

\$86.61

Select

Main Cabin

\$120.61

Select

Last updated: 08/04/2021

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# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The **Shop by Schedule** shows the information for the first leg of our trip (our departing flight). You can click on the **Return** sub-tab to see returning flights. This feature does not include price information.

The screenshot displays the 'Shop by Schedule' interface. At the top, there are two tabs: 'Shop by Fares' and 'Shop by Schedule'. Below these, there are sub-tabs for 'Depart' and 'Return', with 'Return' highlighted by a red box. The main content area shows flight results for 'Portland - Fri, Oct 1'. A search bar contains 'Flight/Train Number Search' and a magnifying glass icon. To the right of the search bar is a 'Sorted By' dropdown menu set to 'Stops'. Further right, it says 'Displaying: 56 out of 62 results.' and 'Previous 1 2 3 4 5 6 Next | All'. The flight results are listed in a table-like format with three rows. Each row includes an airline logo, flight number, route, status, class, and a 'Select' button. The first row is for Linear Air, flight 1016, from PDX to SEA, nonstop, economy class. The second row is for Delta, flight 747, from PDX to SEA, nonstop, economy class, and is marked as the 'Preferred Airline for Oregon State University'. The third row is for Delta, flight 3508, from PDX to SEA, nonstop, economy class, and is also marked as the 'Preferred Airline for Oregon State University'. A footnote indicates that Delta 3508 is operated by SKYWEST DBA DELTA CONNECTION. Each flight entry also includes a 'View seats' link and carbon footprint information.

Airline	Flight	Route	Status	Class	Action
Linear Air	1016	PDX → SEA	Nonstop	Economy	Select
Delta	747	PDX → SEA	Nonstop	Economy	Select
Delta <sup>1</sup>	3508	PDX → SEA	Nonstop	Economy	Select

If you are using the **Shop by Schedule** feature you will need to select your departing flight and return flight individually.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The screenshot shows the Concur flight search interface. At the top, there are tabs for 'Shop by Fares' and 'Shop by Schedule'. Below these are 'Depart' and 'Return' tabs. The search criteria are 'Seattle - Thu, Oct 7'. A search bar with a magnifying glass icon is next to 'Flight/Train Number Search'. A 'Sorted By' dropdown menu is set to 'Stops'. On the right, it says 'Displaying: 69 out of 72 results.' and 'Previous | Page: 1 of 7 | Next | All'. The results list three Alaska Airlines flights, all nonstop from SEA to PDX in Economy class. Each flight has a 'Select' button. The first flight is 07:10a SEA → 08:00a PDX (Alaska Airlines 2264). The second is 09:50a SEA → 10:40a PDX (Alaska Airlines 2183). The third is 06:00a SEA → 06:53a PDX (Alaska Airlines 2131). Each flight entry also includes a note: '1 Alaska Airlines operated by HORIZON AIR AS ALASKAHORIZON' and 'Preferred Airline for Oregon State University'. At the bottom of each entry, it says '50m / Alaska Airlines 2264 - View seats' or similar, followed by 'De Havilland DHC-8 Dash 8-400 / 81 lbs CO2 (Sabre)'.

## Reviewing Flight & Trains

To learn more about a particular flight or train, click **More Fares/Details** at the bottom of the flight result.

The screenshot shows the Concur flight details for Delta flight DL 3803. It displays two flight segments: 11:23 AM PDX → 12:34 PM SEA (Nonstop, 1h 11m) and 09:42 AM SEA → 10:48 AM PDX (Nonstop, 1h 06m). The flight is operated by SKYWEST DBA DELTA CONNECTION. The price is listed as 'Refundable Main Cabin \$197.10' with a 'Select' button. At the bottom, there is a 'Preferred Airline' section and a 'More fares/details' link with a dropdown arrow, which is highlighted with a red box.


## More Fares/Details

Selecting **More Fares/Details** expands the flight information, and from this we can view available seats, if the flight is refundable, the cost of checked bags, and whether or not the flight meets OSU's guidelines.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL


Delta<sup>1</sup>



11:23 AM PDX → 12:34 PM SEA

**Nonstop**

1h 11m



09:42 AM SEA → 10:48 AM PDX

**Nonstop**

1h 06m

<sup>1</sup> DL 3803 / DL 3803 operated by SKYWEST DBA DELTA CONNECTION


Refundable Main Cabin

**\$197.10**

Select

Preferred Airline [Hide fares/details ^](#)

**DEPART**

 **Fri, Oct 1** – Portland, OR to Seattle, WA [Hide details ^](#)

Fri, Oct 1

11:23a PDX → 12:34p SEA


1h 11m

Delta 3803 [View seats](#)

E7W / 81 lbs CO<sub>2</sub>

Operated by SKYWEST DBA DELTA CONNECTION

**RETURN**

 **Thu, Oct 7** – Seattle, WA to Portland, OR [Hide details ^](#)

Thu, Oct 7

09:42a SEA → 10:48a PDX

1h 06m

Delta 3803 [View seats](#)

E7W / 81 lbs CO<sub>2</sub>

Operated by SKYWEST DBA DELTA CONNECTION

**Fare Details**


Free Checked Bags

Refundable

Refundable Main Cabin (U, V)  
[Rules](#)

[View: Delta](#)

Yes  
Fees may apply




**\$197.10**

Sabre

Next to the total cost of the flight is a green-circled check mark. If you click it a small popup window will appear that informs you that the green-circled check mark indicates that this flight conforms to OSU's travel policy.

**DEPART**

 **Fri, Oct 1** – Portland, OR to Seattle, WA [Hide details ^](#)

Fri, Oct 1

11:23a PDX → 12:34p SEA


1h 11m

Delta 3803 [View seats](#)

E7W / 81 lbs CO<sub>2</sub>

Operated by SKYWEST DBA DELTA CONNECTION

**RETURN**

 **Thu, Oct 7** – Seattle, WA to Portland, OR [Hide details ^](#)

Thu, Oct 7

09:42a SEA → 10:48a PDX

1h 06m

Delta 3803 [View seats](#)

E7W / 81 lbs CO<sub>2</sub>

Operated by SKYWEST DBA DELTA CONNECTION


**Fare Details**


Free Checked Bags

Refundable


Refundable Main Cabin (U, V)  
[Rules](#)

**In policy**



 This trip conforms to your company travel rules.

Yes  
Fees may apply



**\$197.10**

Last updated: 08/04/2021

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# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

Once you have found a flight or train that meets your travel needs, click **Select** to start the booking process.

## Reviewing & Reserving Flight

You will be taken to the **Review and Reserve Flight** screen, which will have you review and confirm the flight details and traveler details.

The screenshot displays the 'Review and Reserve Flight' interface. On the left, a 'Trip Summary' sidebar shows a progress bar with 'Flights Selected' (active) and 'Finalize Trip'. The main content area is titled 'Review and Reserve Flight' and includes a 'REVIEW FLIGHTS' section. This section details a round trip from Portland, OR (PDX) to Seattle, WA (SEA) on Delta 3803. The departure is on Friday, October 1st at 11:23a, and the return is on Thursday, October 7th at 09:42a. Below the flight details is the 'ENTER TRAVELER INFORMATION' section, which prompts the user to ensure all information is correct. It shows the primary traveler as Renee Angela Lyon, with her phone number and email address. There is also a section for 'Frequent Flyer Programs' with a dropdown menu currently set to 'No Program selected'.

Travel Trip Library Templates Meetings Tools

**Trip Summary**

- Flights Selected**
  - Round Trip
  - PDX - SEA
  - Depart: Fri, 10/01/2021
  - Return: Thu, 10/07/2021
- Finalize Trip**

### Review and Reserve Flight

#### REVIEW FLIGHTS

**DEPART** ✈ Fri, Oct 1 – Portland, OR to Seattle, WA [Hide details ^](#)

Fri, Oct 1	11:23a PDX → 12:34p SEA	1h 11m	Delta 3803 E7W Operated by SKYWEST DBA DELTA CONNECTION
------------	-------------------------	--------	---

**RETURN** ✈ Thu, Oct 7 – Seattle, WA to Portland, OR [Hide details ^](#)

Thu, Oct 7	09:42a SEA → 10:48a PDX	1h 06m	Delta 3803 E7W Operated by SKYWEST DBA DELTA CONNECTION
------------	-------------------------	--------	---

#### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

**Primary Traveler** [Edit](#) | [Review all](#)

**Name:** Renee Angela Lyon **Phone:** (541)737-5578 **Email:** renee.lyon@oregonstate.edu ▼

**Frequent Flyer Programs** [Add a Program](#)

For Delta

No Program selected ▼

From this screen you can also select your seats on the flight.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

### SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight		Seat
DL 3803	Refundable Main Cabin (U)	<a href="#">Select a seat</a>
DL 3803	Refundable Main Cabin (V)	<a href="#">Select a seat</a>

### REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$156.56	\$40.54	\$197.10
Total Estimated Cost: \$197.10			
Total Due Now: \$197.10			

### METHOD OF PAYMENT

This purchase will be charged to your company directly.

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

BackReserve Flight and Continue

Before reserving the flight, you can also review the total charges for the airfare. Under **Method of Payment** please note that this airfare purchase is direct billed to OSU.

Click the **Reserve Flight and Continue** button at the bottom of the screen to reserve the flight and continue.

## Select Car Rental


After reserving the flight, you will move to the **Select a Car** screen. The times for car rental pick-up and drop-off have pulled from the **Pre-Trip Travel Request**, so they may need to be updated based on your flights' arrival and departure times. The initial screen shows a matrix of car rental companies, as well as the rates for each company based on car type.


# Booking Travel


USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

[Travel](#) [Trip Library](#) [Templates](#) [Meetings](#) [Tools](#)

### Trip Summary

**Flights Reserved**  
Round Trip  
PDX - SEA  
Depart: Fri, 10/01/2021  
Return: Thu, 10/07/2021

**Select a Car**  
Pick-up: Fri, 10/01/2021  
Drop-off: Thu, 10/07/2021

**Finalize Trip**

**Total Estimated Cost**

Air	USD 197.10
Total	USD 197.10

Travelers are encouraged to use the State of Oregon Contract for car rentals.

- The contract price with Enterprise Rent-a-Car and National Car Rental includes a loss damage waiver and liability insurance. The loss damage waiver and liability insurance under this contract is valid in the United States, U.S. possessions and U.S. territories; therefore, any additional insurance should be declined and is not an allowable expense.

Travelers may choose to rent a vehicle through a non-contracted vendor and the traveler must purchase the following insurance coverage:




- Collision damage waiver (CDW), also known as loss damage waiver
- Liability insurance supplement, also known as supplemental liability insurance

\*Note: Personal accident insurance (PAI) should be declined and is not reimbursable

PICK UP: (SEA) ON FRI, OCT 1 02:00 PM  
RETURN: THU, OCT 7 08:00 AM

Show as USD

[Hide matrix](#) [Print / Email](#)

All	Economy	Compact	Intermediate	Standard	Full-size	Premium	Luxury	Mini
134 results								
 Preferred	263.13	263.13	274.84	274.84	293.17	511.66	--	476.74
 Preferred	263.13	263.13	274.84	274.84	293.17	511.66	1,344.53	476.74
 Preferred	451.88	451.88	467.58	483.29	499.00	569.68	804.87	685.89

## Change Car Search

Within the **Change Car Search** section on the left side of the screen, you can adjust the pick-up/drop-off dates and/or times. You can also change the location of where you will pick-up or drop-off the car. Once the appropriate changes are made, click **Search**.

### Change Car Search

Pick-up date  

10/01/2021

02:00 pm

Drop-off date  

10/07/2021

08:00 am

**Pick-up car at**

☒ Airport Terminal ☐ Off-Airport

Please enter an airport.  

SEA - Seattle-Tacoma Intl Airport - Seattle, WA

☐ Return car to another location

[More Search Options](#)

Search

Last updated: 08/04/2021

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# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

## Refine Your Search

Once you have updated your car rental search based on date, time, and locations, you can further refine your search using the **Car Display Filters**. Parameters you can search for car rentals are: (1) unlimited miles, (2) air conditioning, (3) hybrid car-type, and (4) transmission type, either automatic or manual.

**Car Display Filters**

☐ Unlimited miles

☐ Air conditioning

☐ Hybrid

**Car Transmission**

☒ Automatic

☐ Manual



## Selecting & Booking Your Car Rental

Once you have updated and refined your search, below the matrix of car rental companies' rates, you will see the list of potential car rentals.

Sorted By: Policy - Most Compliant

Displaying: 134 out of 134 results.

Previous | Page: 1 of 14 | Next | All





**Economy Car - \$33.66 per day (Sabre)**  
Automatic transmission  
Unlimited miles, Pick-up: Terminal: SEA  
Adults: 2, Children: 2, Large bags: 1, Small bags: 1  
(Corporate rate)  
\$168.30 weekly rate

Total cost  
**\$263.13**

Preferred Car Vendor for Oregon State University / E-Receipt Enabled

Location details



**Compact Car - \$33.66 per day (Sabre)**  
Automatic transmission  
Unlimited miles, Pick-up: Terminal: SEA  
Adults: 2, Children: 2, Large bags: 1, Small bags: 2  
(Corporate rate)  
\$168.30 weekly rate

Total cost  
**\$263.13**

Preferred Car Vendor for Oregon State University / E-Receipt Enabled

Location details

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The potential car rental listing defaults to sort by most policy compliant (either Economy or Compact) and lists our preferred vendors first. The rental's descriptions list what type of transmission it has, where it can be picked up from, and how many passengers and pieces of luggage it can accommodate.

Once you have found the rental you would like to reserve, click the blue button showing the total cost of the rental. You will be taken to the **Review and Reserve Car** page, where you can review the details of your car rental, and enter in any needs or preferences to be communicated to the car rental agency.

Trip Summary

✈️

**Flights Reserved**

Round Trip  
PDX - SEA  
Depart: Fri, 10/01/2021  
Return: Thu, 10/07/2021

🚗

**Car Selected**

Pick-up: Fri, 10/01/2021  
Drop-off: Thu, 10/07/2021

✓

**Finalize Trip**

Review and Reserve Car

REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

<b>Type</b>	<b>Pick-up</b>	<b>Drop-off</b>
Compact Car <a href="#">Features</a>	Airport Terminal SEA: Seattle 02:00 pm Fri, 10/01/2021	Airport Terminal SEA: Seattle 08:00 am Thu, 10/07/2021

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)  
Ex: Need early pick-up (10am) ☐ Include ski rack

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver

**Name:** Renee Angela Lyon **Phone:** (541)737-5578 **Email:**

[Edit](#) | [Review all](#)

Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Weekly Rate	Dates	Total
Enterprise Car Rental	\$168.30	Oct 01 - Oct 07	\$263.13*
<b>Total Estimated Cost: \$263.13</b>			
			<b>Total Due Now: \$0.00**</b>

\* 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

Click the orange button that reads **Reserve Car and Continue**.



# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

## Select Hotel

After selecting the flight and reserving the rental car, you will be taken to the **Find a Hotel** page. On the side of the screen there is a running total of our travel costs for the flight and car rental. Based on your trip details, Concur automatically pulls up a list of hotels and sorts by price, from lowest to highest.

Travel Trip Library Templates Meetings Tools

**Trip Summary**

**Flights Reserved**

Round Trip  
PDX - SEA  
Depart: Fri, 10/01/2021  
Return: Thu, 10/07/2021

**Select a Hotel**

Nights: 6  
Seattle, WA  
Check-in: Fri, 10/01/2021  
Check-out: Thu, 10/07/2021

**Finalize Trip**

Total Estimated Cost	
Air	USD 197.10
Car	USD 263.13
<b>Total</b>	<b>USD 460.23</b>

CHECK-IN FRI, OCT 1 - CHECK-OUT THU, OCT 7

Show as: USD ▼

Hide Map Print / Email

Company Preferred Accommodation

Map showing hotel locations (numbered pins) in Seattle, WA. Key areas labeled include Waterfront, Denny Triangle, Central Waterfront, Pike/Pine Corridor, Minor, Squire Park, Yesler Terrace, and Little Saigon.

Name Search 🔍 Sorted By: Price - Low to High ▼

Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

## Change Search

The hotel location defaults to your destination, but if needed you can change the hotel search to search within a specified number of miles from an airport, an address, or a reference point.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

**Change Search**

Check-in Date: 10/01/2021    Check-out Date: 10/07/2021

Search within: 10 miles from

☐ Airport    ☐ Address

☐ Company Location    ☒ Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Seattle, WA

Only show results showing:

**Search**

**Change Search**

Check-in Date: 10/01/2021    Check-out Date: 10/07/2021

Search within: 15 miles from

☐ Airport    ☐ Address

☐ Company Location    ☒ Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Washington State Convention Center

Only show results showing:

**Search**

When you change the parameters of the hotel search to search for a specific reference point, a pop-up window will appear with the address of the location entered. Select **Choose** to verify that this is the address of the location.

Searching for location... ×

Washington State Convention Center

Location:

705 Pike St, Seattle, WA 98101, USA ▼ **Choose**

The map of hotels surrounding the location will update; and the location selected will show as a red beacon, with lodging appearing as blue beacons.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The screenshot displays the Concur travel booking interface. On the left, the 'Trip Summary' section shows a round trip from PDX to SEA, departing on Friday, 10/01/2021, and returning on Thursday, 10/07/2021. Below this, the 'Select a Hotel' section indicates 6 nights at 705 Pike St, Seattle, WA 98101, USA, with check-in on Friday, 10/01/2021, and check-out on Thursday, 10/07/2021. The 'Total Estimated Cost' section shows a total of \$450.23, broken down into Air (\$197.10) and Car (\$263.13). The 'Change Search' section allows for refining the search by check-in and check-out dates, search radius, and location type. The main area features a map of Seattle with numbered markers indicating hotel locations. Below the map, a list of hotel results is displayed, including '1. The Paramount Hotel, Seattle' at \$208 and '2. Hyatt Regency Seattle' at \$212. Each result includes a photo, address, distance, and a 'View Rooms' button.

## Refine Your Search

After changing your search, you can then refine the lodging results based on price, availability, hotel chain, and amenities. These search refinements can be found on the left side of the screen, below the **Change Search** function.

### Price, Display Settings, & Property Brand

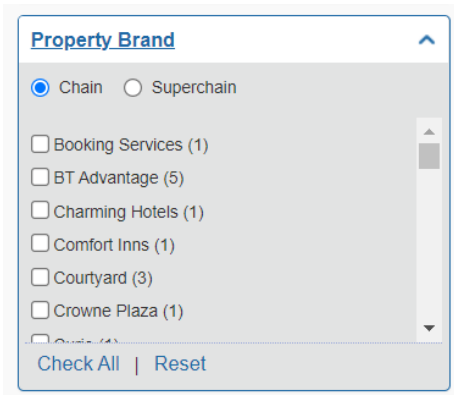
Within the **Price** setting you can use the slide bar to narrow or expand the lodging results based on nightly rates within a specific price range. Under **Display Settings** you can hide results for lodging that is fully booked or sold out.

The screenshot shows the 'Price' and 'Display Settings' filters. The 'Price' filter features a slider bar with a blue dot indicating the selected price range, which is \$208 - \$380. The 'Display Settings' filter includes a checkbox labeled 'Hide Sold Out', which is currently checked.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

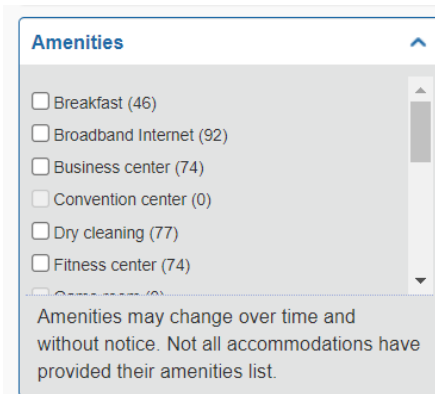
The **Property Brand** setting allows you to limit your search for a specific chain or superchain of lodging accommodations.



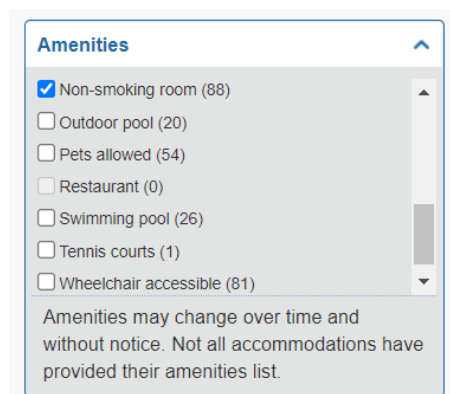
The screenshot shows a 'Property Brand' filter menu. At the top, there are two radio buttons: 'Chain' (selected) and 'Superchain'. Below these are several checkboxes with labels and counts in parentheses: 'Booking Services (1)', 'BT Advantage (5)', 'Charming Hotels (1)', 'Comfort Inns (1)', 'Courtyard (3)', 'Crowne Plaza (1)', and 'Cute (1)'. At the bottom of the menu are two links: 'Check All' and 'Reset'.

## Amenities

Under the **Amenities** section, you can refine your search to include features and conveniences within the list of hotels to further narrow your search.



The screenshot shows an 'Amenities' filter menu. It contains a list of checkboxes with labels and counts: 'Breakfast (46)', 'Broadband Internet (92)', 'Business center (74)', 'Convention center (0)', 'Dry cleaning (77)', 'Fitness center (74)', and 'Gym (0)'. Below the list is a disclaimer: 'Amenities may change over time and without notice. Not all accommodations have provided their amenities list.'



The screenshot shows an 'Amenities' filter menu. The 'Non-smoking room (88)' checkbox is selected. Other checkboxes include 'Outdoor pool (20)', 'Pets allowed (54)', 'Restaurant (0)', 'Swimming pool (26)', 'Tennis courts (1)', and 'Wheelchair accessible (81)'. Below the list is a disclaimer: 'Amenities may change over time and without notice. Not all accommodations have provided their amenities list.'

Within this section you can also specify if you need lodging that is wheelchair accessible.


## Review Lodging Listings

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

After refining your search, your list of lodging possibilities will update based on your selections.

Below the map at the top of the **Find a Hotel** page, the name of the hotels, their address, rating, and lowest available rate will be listed.




**1. The Paramount Hotel, Seattle**  
724 Pine St, Seattle, WA 98101 [Map it](#)  
0.11 miles ★★★★★

\$208

[View Rooms](#)

[Hotel details](#)



**2. Hyatt Regency Seattle**  
808 Howell Street, Seattle, WA 98101 [Map it](#)  
0.19 miles ★★★★★

\$212

[Hide Rooms](#)

[Hotel details](#)

The **Hotel Details** link, in the bottom right corner of the hotel listing, will open a popup window where you can learn more about what the hotel generally offers; available details may vary, based on what information the hotel has supplied.

Hotel Detail - Google Chrome  
concursolutions.com/twPopup/hotel\_details.asp?popuptype=hotel&ch...  
SAP Concur Sign Out

### Hotel Detail

**Paramount Hotel Seattle**  
**STREET ADDRESS**  
724 Pine Street  
Seattle, WA 98101  
United States

**Hotelier**  
**PHONE NUMBER**  
1-206-292-9500  
**FAX NUMBER**  
1-206-292 8610

**Rating**  
4 Stars

**Description**  
Fall in love with the simple luxury of the Paramount Hotel Seattle. You will immediately see why we are ranked in the top 5 hotels to stay in downtown Seattle after you experience our ideal downtown location service-oriented team and charming guest rooms.


**Policies**  
CheckOut: 1200  
CheckIn: 1600

**Amenities**  
Wheelchair access  
Meal plan available  
Lounges/bars  
Transportation services - local area  
Non-smoking rooms (generic)  
Stay Safe  
Family Room  
Rollaway adult  
Crib charge  
Extra person  
Concierge desk  
Business center  
Conference facilities  
Interior corridors

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL


To see available rooms, descriptions, and rates click the **View Rooms** button within the hotel listing.



**1. The Paramount Hotel, Seattle**  
724 Pine St, Seattle, WA 98101 [Map it](#)  
0.11 miles ★★★★★

\$208  
**View Rooms**


[Hotel details](#)



**2. Hyatt Regency Seattle**  
808 Howell Street, Seattle, WA 98101 [Map it](#)  
0.19 miles ★★★★★

\$212  
**Hide Rooms**

[Hotel details](#)



**1. The Paramount Hotel, Seattle**  
724 Pine St, Seattle, WA 98101 [Map it](#)  
0.11 miles ★★★★★

\$208  
**Hide Rooms**

[Hotel details](#)

**Room Options**


Ctm Consortia - King Bed Comp Wifi Room Safe Desk Fridge Hdtv (Sabre)  
[Rules and cancellation policy](#)

[i](#) \$208

Radius Rn Nights - King Bed Comp Wifi Room Safe Desk Fridge Hdtv 1 2 Book Radius Key  
Hotel Program (Sabre)  
[Rules and cancellation policy](#)

[i](#) \$208

The information button (*a blue circle around a lowercase letter i*) notifies you that there is more information about this room. If you click on it, a small **Info** popup window will appear.



**1. The Paramount Hotel, Seattle**  
724 Pine St, Seattle, WA 98101 [Map it](#)  
0.11 miles ★★★★★

\$208  
**Hide Rooms**

[Hotel details](#)

**Room Options**

Ctm Consortia - King Bed Comp Wifi Room Safe Desk Fridge Hdtv (Sabre)  
[Rules and cancellation policy](#)

[i](#) \$208

Radius Rn Nights - King Bed Comp Wifi Room Safe Desk Fridge Hdtv 1 2 Book Radius Key  
Hotel Program (Sabre)  
[Rules and cancellation policy](#)

[i](#) \$208

Ctm Consortia - King Bed Comp Wifi Luxury Linen High Flr Corner Rm (Sabre)  
[Rules and cancellation policy](#)

[i](#) \$218

**Info** [×](#)

✓ This trip conforms to your company travel rules.

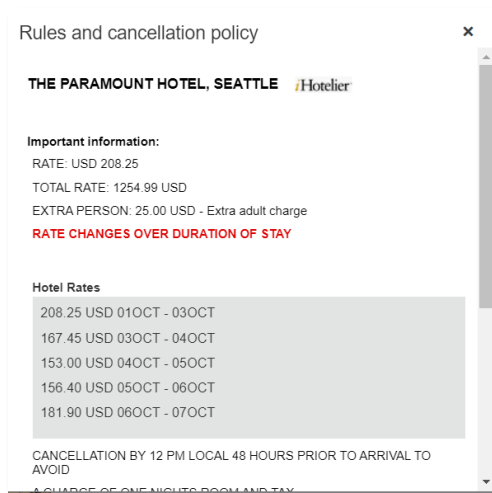
[i](#) Rate changes over duration of stay

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

This **Info** popup window informs us that: (1) The trip conforms to your company travel rules (*with a green circle around a checkmark*) and (2) Rate changes over duration of stay (*with a blue circle around a lowercase letter i*).

Click **Rules & Cancellation Policy** below the description of the room; a window notifies us that the rates for this particular room fluctuate during our stay and includes a breakdown of the nightly charges and total cost.




You can click the **View Rooms** button for other hotels to find the room that meets your travel needs.

## If a Hotel Has a Deposit Required or E-Receipt Enabled

If a hotel requires a deposit, the system should let you know by placing **Deposit required** underneath the room's rate. If you have a Travel & Expense card attached to your **User Profile**, the deposit will be charged once you finalize your reservation. You will need to take the T&E card with you when you travel to pay for the remainder of the bill. If you are using a Department card you can fill out a preauthorization form (requested from the hotel ahead of time) to authorize the room and taxes be charged to the Department card, even though it is not present at the time of checkout

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL



**3. Hyatt at Olive 8**  
1635 8th Ave, Seattle, WA 98101 [Map it](#)  
0.1 miles ★★★★★

\$220  
[Hide Rooms](#)

E-Receipt Enabled [Hotel details](#)

**Room Options**

Member Adv Purch 1 King Bed - City View: 360 Sq Ft: 1 King Bed: (Sabre)  
[Rules and cancellation policy](#)

✓ \$220  
Deposit required

Member Adv Purch 1 King Ada Sh - Ada King Grand Bed W/shower: City View: (Sabre)  
[Rules and cancellation policy](#)

✓ \$220  
Deposit required

Member Adv Purch 1 King Ada Tu - Ada King Grand Bed W/tub: City View: (Sabre)  
[Rules and cancellation policy](#)


✓ \$220  
Deposit required

If a hotel has **E-Receipt Enabled**, this means that if the hotel emails you an itinerary or a bill to one of your verified email addresses and you have E-Receipts enabled in your **Profile Settings**, then the itinerary or bill will be automatically added to your Concur profile to make preparing your **Travel Expense Report** easier once you return from your trip.

## Selecting & Booking Your Hotel Room

You can click the **Rules & Cancellation Policy** to review the nightly rate and total rate for your stay.

Rules and cancellation policy

**HYATT REGENCY SEATTLE**


**Important information:**  
RATE: USD 212.43  
TOTAL RATE: 1486.69 USD  
EXTRA PERSON: 25.00 USD - Extra adult charge  
24 HOURS PRIOR OR 1NIGHT FEE CREDIT CARD REQ  
AMERICAN EXPRESS (AX)  
DINERS CLUB CARD (DC)  
DISCOVER CARD (DS)  
JCB CREDIT CARD (JC)  
MASTER CARD (MC)  
VISA (VI)  
WORLD BANK (WB)  
VISA (VS)  
MASTERCARD (CA)  
MASTER CARD (IK)



# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

Click on the blue button for the nightly room rate, next to room that you would like to book

**2. Hyatt Regency Seattle**  
808 Howell Street, Seattle, WA 98101 [Map it](#)  
0.19 miles ★★★★★

\$212

Hide Rooms

Hotel details

Room Options

Member Rate 2 Queen Beds - 2 Queens:bright Open Concept:city View (Sabre)  
[Rules and cancellation policy](#)

✓

\$212

Member Rate 1 King Bed - 1 King Bed:bright Open Concept:city View (Sabre)  
[Rules and cancellation policy](#)

✓

\$212

You will be taken to the **Review and Reserve Hotel** page, where you can review the dates of your stay, and enter in any hotel needs or preferences to be communicated to the hotel.

Travel Trip Library Templates Meetings Tools

Trip Summary

✈️

**Flights Reserved**

Round Trip  
PDX - SEA  
Depart: Fri, 10/01/2021  
Return: Thu, 10/07/2021

🏨

**Hotel Selected**

Nights: 6  
705 Pike St, Seattle, WA 98101, USA  
Check-in: Fri, 10/01/2021  
Check-out: Thu, 10/07/2021

✓

**Finalize Trip**

Review and Reserve Hotel

**REVIEW HOTEL ROOM**  
Hyatt Regency Seattle  
Member Rate 1 King Bed - 1 King Bed:bright Open Concept:city View  
6 Nights | 1 Guest\*

Check-in	Check-out	Address	Phone
Friday, October 01, 2021	Thursday, October 07, 2021	808 Howell Street Seattle, Washington 98101 United States	206-973-1234

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

**PROVIDE HOTEL ROOM PREFERENCES**  
Your preferences and comments will be passed to the hotel.  
Comments (30 character max)  
  
☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

Next, you will need to verify the hotel guest information. *Note: If you are acting as a delegate, this will help ensure that you are booking travel for the correct person.*

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

Hotel Guest

Name: Renee Angela Lyon

Phone: (541)737-5578

Email:

Hotel Program

Add a Program

No Program selected

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Hyatt Regency Seattle	\$212.43	Oct 01 - Oct 07	\$1,274.58
Total Estimated Cost: \$1,274.58*			
Total Due Now: \$0.00**			

\* May not include taxes or additional fees.

\*\* Remaining amount due at hotel location.

If you are a member of a travel rewards program for the hotel, you can add that information under the **Hotel Program** section. Finally, you will need to review the estimated price summary. If a deposit or payment is required, it will be listed in the **Total Due Now** area.

Under the **Select a Method of Payment** section, select your T&E card or Department card from the dropdown menu. If you do not have a university issued credit card, and no deposit is required, you can leave this field at the default, which is the OSU ghost card.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Oregon State University Ghost Card\* (...0300)

Add credit card

\* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Hyatt Regency Seattle

HYATT

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 212.43

TOTAL RATE: 1486.69 USD

EXTRA PERSON: 25.00 USD - Extra adult charge

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

Back

Reserve Hotel and Continue

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

*Note: If you use the OSU ghost card to reserve your hotel, you will need to work with our office prior to your travel to complete the credit card authorization form so you do not encounter any issues when you check in to your lodging and the credit card used to reserve the lodging (OSU ghost card) does not match the credit card that you are using when you check in.*

You will need to select **I agree to the hotel's rate rules, restrictions, and cancellation policy** before you will be allowed to click the button to **Reserve Hotel and Continue**.

## Finalizing Your Travel Reservations

There are three screens to review before your travel will be confirmed and any tickets issued for your travel:

(1) **Review Travel Details**, (2) **Enter Trip Information**, and (3) **Submit Trip Confirmation**.

### Review Travel Details

The first step in finalizing your trip is to review your travel details. Your entire trip's itinerary will be displayed on this page: the trip overview, your trip's reservations (flights, car rentals, hotels), and total estimated cost. You can review your trip details and make any changes needed.

The screenshot displays the 'Travel Details' page in the Concur system. On the left, a sidebar shows the 'Trip Summary' with a 'Finalize Trip' button and links to 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main content area is titled 'Travel Details' and includes a 'TRIP OVERVIEW' section with fields for Trip Name, Start Date, End Date, Created, Description, Agency Record Locator, Passengers, and Total Estimated Cost. Below this is a 'RESERVATIONS' section for Friday, October 01, 2021, showing a flight from Portland, OR (PDX) to Seattle, WA (SEA) on Delta 3803. The flight details include departure and arrival times, aircraft, ticket type, emissions, and a confirmed seat (12C).

Arrangers Trip Library

Trip Summary

Finalize Trip

Review Travel Details  
Enter Trip Information  
Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

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

Trip Name: WACUBO Oct 2021 [\(Edit\)](#)  
Start Date: October 01, 2021  
End Date: October 07, 2021  
Created: July 20, 2021, Jessica King [\(Modified: July 20, 2021\)](#)  
Description: (No Description Available) [\(Edit\)](#)  
Agency Record Locator: EZRZGA  
Passengers: Renee Angela Lyon  
Total Estimated Cost: \$1,774.23 USD [\(Details\)](#)

Booked outside Concur? Enter your trip manually or connect with TripIt

Airfare must be ticketed by: 07/21/2021 9:55 PM Pacific  
[Change frequent flyer program](#)

RESERVATIONS

Friday, October 01, 2021

Flight Portland, OR (PDX) to Seattle, WA (SEA) [Change](#) | [Cancel all Air](#)

Delta 3803  
Operated by: Delta

Departure: 11:23 AM  
Portland Airport (PDX)  
Duration: 1 hour, 11 minutes  
Nonstop

Arrival: 12:34 PM  
Seattle-Tacoma Intl Airport (SEA)

Confirmation: JK9AW7  
Status: **Confirmed**

Seat: 12C (confirmed)  
[Change seat](#)

Additional Details  
Aircraft: E7W  
E-Ticket  
Emissions: 81.5 lbs CO<sub>2</sub>

Distance: 129 miles

## USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

Last updated: 08/04/2021

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

After reviewing your trip's details, click **Next>>**.

## Enter Trip Information

The second step in finalizing your trip is to enter in your trip information: your trip name, trip description, and any comments for the travel agent.

The screenshot shows the 'Trip Booking Information' form. On the left, a 'Trip Summary' sidebar lists 'Finalize Trip' with sub-items: 'Review Travel Details', 'Enter Trip Information' (highlighted), and 'Submit Trip Confirmation'. The main form area has a title 'Trip Booking Information' and a note: 'The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.' Below this are three input fields: 'Trip Name' (with placeholder 'WACUBO Oct 2021'), 'Trip Description' (with placeholder 'Test for Booking Process'), and 'Comments for the Travel Agent' (optional, with placeholder 'Special Requests may incur a higher service fee.'). Below these is a 'Triplt Privacy' section with two radio buttons: 'Share trip destination and dates with your Triplt Connections and Groups.' (selected) and 'Make this trip private'. At the bottom, a warning box 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.' To the right of the warning box are four buttons: 'Display Trip', '<< Previous', 'Next >>', and 'Cancel Trip'.

The **Trip Name** and **Trip Description** are for your use and reference. If you travel a lot, or travel to the same event annually, the name and description can be helpful if you need to reference a previous trip or distinguish between multiple similar trips. These two fields are pulling from your initial **Pre-Trip Travel Request**, and if you need to, you can update or change these fields here on this screen.

The **Comments for the Travel Agent** is an optional field. *Note: Be aware that making an entry in this field will likely generate an agency fee.*

If you have Triplt connected to your Concur profile, underneath the **Triplt Privacy** section you can select **Share Trip Destination and Dates with Your Triplt Connections and Groups** to send your

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

travel itineraries to your family, friends or colleagues with whom you have added to your “Inner Circle” within Triplt. If you select **Make This Trip Private** it will be added to your Triplt profile, but not shared with anyone.

To proceed to the next screen in booking your trip, you will need to click **Next >>** at the bottom right corner of the screen. If you leave this page, your reservation(s) may be cancelled.

## Submit Trip Confirmation

Your entire trip’s itinerary will be displayed on this page. This is the final page to finalize your trip. At the end of the itinerary, you will need to confirm the booking in order to have your reservations confirmed and any tickets for airfare or trains issued.

The first section will be **Trip Overview**, which displays your trip name, travel dates, who created the trip (i.e., a delegate), description, the passenger’s information, and total estimated cost.

Arrangers Trip Library

**Trip Summary**

- ✓ **Finalize Trip**
  - ✓ Review Travel Details
  - ✓ Enter Trip Information
  - Submit Trip Confirmation**

### Trip Confirmation

To **COMPLETE BOOKING**, please press the “Confirm Booking” Button after reviewing this page.  
To **CANCEL**, press the Cancel button.

#### TRIP OVERVIEW

**Trip Name:** WACUBO Oct 2021  
**Start Date:** October 01, 2021  
**End Date:** October 07, 2021  
**Created:** July 20, 2021, Jessica King (Modified: July 20, 2021)  
**Description:** Test for Booking Process  
**Agency Record Locator:** EZRZGA  
**Passengers:** Renee Angela Lyon  
**Total Estimated Cost:** \$1,774.23 USD

**i** Airfare must be ticketed by: 07/21/2021 9:55 PM Pacific

View your plans in [Triplt](#) to stay one step ahead while traveling.

**Agency Name:** CTM NA (9Y7F - CTM Standards)


The second section will be your trip’s **Reservations**, which displays the details of your flight(s), car rental, and hotel reservations in chronological order.

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

**RESERVATIONS**

Friday, October 01, 2021

**Flight** **Portland, OR (PDX) to Seattle, WA (SEA)**

**Delta 3803**  
Operated by: Delta


**Departure: 11:23 AM**  
Portland Airport (PDX)  
Duration: 1 hour, 11 minutes  
Nonstop

**Confirmation: JK9AW7**  
Status: **Confirmed**

**Seat: 12C (confirmed)**

**Arrival: 12:34 PM**  
Seattle-Tacoma Intl Airport (SEA)

**Additional Details**  
Aircraft: E7W  
E-Ticket  
Emissions: 81.5 lbs CO<sub>2</sub>  
Cabin: REFUNDABLE MAIN CABIN (U)  
Distance: 129 miles

**Enterprise Car Rental at: Seattle US (SEA)**

Pick-up at: Seattle US (SEA)


**Pick Up: 02:00 PM** *Fri Oct 1*  
Pick-up at: Seattle US (SEA)  
Number of Cars: 1

**Confirmation: 1077607007COUNT**  
Status: **Confirmed**  
Frequent Guest Number: @XXXX4798  
Rate Code: Z3H8EJ

**Return: 08:00 AM** *Thu Oct 7*  
Returning to: Seattle US (SEA)

**Additional Details**  
Rate: \$168.30 USD weekly rate, unlimited miles; \$33.66 USD extra daily rate, unlimited miles; \$11.11 USD extra hourly rate, unlimited miles  
Total Rate: \$263.13 USD  
Corporate Discount: DB46OSU

**Rental Details**  
Compact / Car / Automatic transmission / Air conditioning

**Hyatt Regency Seattle**

808 Howell Street  
Seattle, Washington, 98101  
US  
206-973-1234

**Checking In: Fri Oct 1**  
Room 1, Days 6, Guests 1

**Confirmation: HY0014099362**  
Status: **Confirmed**


**Checking Out: Thu Oct 7**

**Additional Information**  
Daily Rate: \$219.00 USD  
Total Rate: \$1,314.00 USD

**Room Details**  
Room Description: RoomDescriptionCodeQENPREF  
Special Instructions: Nonsmoking

**Cancellation Policy**  
Must Cancel 24 Hours Prior To Arrival.

Thursday, October 07, 2021

**Flight** **Seattle, WA (SEA) to Portland, OR (PDX)**

**Delta 3803**  
Operated by: Delta

**Departure: 09:42 AM**  
Seattle-Tacoma Intl Airport (SEA)  
Duration: 1 hour, 6 minutes  
Nonstop

**Confirmation: JK9AW7**  
Status: **Confirmed**

**Seat: 13C (confirmed)**

**Arrival: 10:48 AM**  
Portland Airport (PDX)

**Additional Details**  
Aircraft: E7W  
E-Ticket  
Emissions: 81.5 lbs CO<sub>2</sub>  
Cabin: REFUNDABLE MAIN CABIN (V)  
Distance: 129 miles

# Booking Travel

USING CONCUR TO BOOK YOUR AIRFARE, CAR RENTAL, AND HOTEL

The final sections are **Total Estimated Cost** and **Remarks**. The **Total Estimated Cost** breaks down the costs by each reservation, and the **Remarks** section includes afterhours emergency contact information for Corporate Travel Planners (CTP).

TOTAL ESTIMATED COST	
Air	<a href="#">View Fare Rules</a>
Airfare quoted amount:	\$156.56 USD
Taxes and fees:	\$40.54 USD
Air Total Price:	\$197.10 USD
Hotel:	\$1,314.00 USD
Car:	\$263.13 USD
Total Estimated Cost:	\$1,774.23 USD
TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.	

REMARKS
FOR AFTERHOURS ASSISTANCE IN CASE OF EMERGENCY CALL 844-529-5854 OREGONSTATE.CTPTRAVELSERVICES.COM

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)

The last step to finalize your trip and book is to click the **Confirm Booking>>** button.

## Still have questions? Contact us!

Questions related to **travel**:

[Travel@oregonstate.edu](mailto:Travel@oregonstate.edu)

Questions related to **credit cards**:

[Procurement.Cards@oregonstate.edu](mailto:Procurement.Cards@oregonstate.edu)

Website: [fa.oregonstate.edu/travel-and-expense](https://fa.oregonstate.edu/travel-and-expense)