



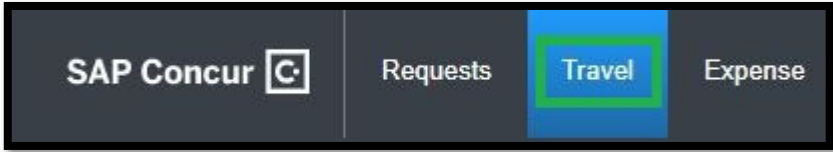

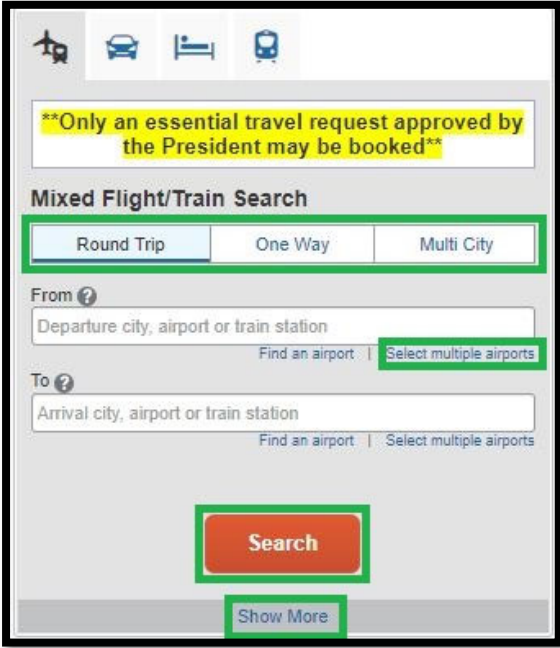
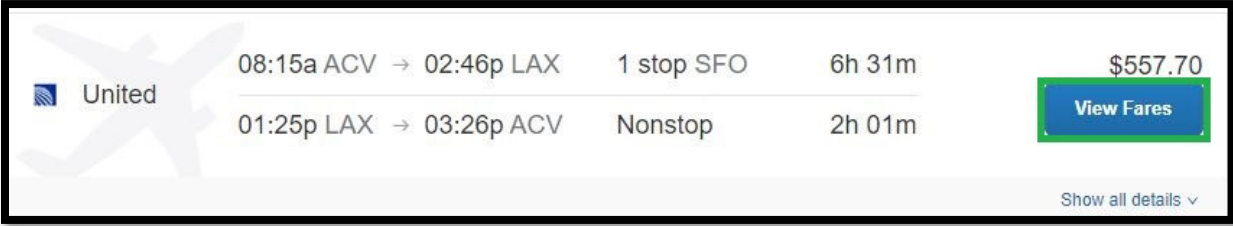
DATE OF LAST UPDATE

July 30, 2020

LAST UPDATED BY

Kearney Vander Sal

This guide is for booking travel through Concur with an approved request. If you would like to book travel outside of Concur, please do so after your request has been approved. Note that government rates and discounts are automatically applied when booking through Concur, and not available when booking outside of Concur.

STEP	ACTIVITY
To book travel through Concur, start by logging into Concur and then click on "Travel" at top of the screen.	
Click on one of the icons to begin booking Flights, Rental cars, and Hotel rooms.	
When booking a flight through Concur, the default search option is for Round Trip flights, but One Way and Multi City can be selected. There is a "Show More" link at the bottom if you would like to use more advanced search options allowing you to type in your travel dates. After typing in your information, click on "Search."	
To select the departures that work best for you, click on the "View Fares" button on the right.	

Click on the price for the flight you would like to purchase. This will open a new screen where you will be able to review your selection before purchasing the flight.

Fare Options	Free Checked Bags	Refundable		
Economy (V, W) Rules Benefits/Services	0	No		\$553.20
Economy Flexible (E) Rules Benefits/Services	0	Yes Fees may apply		\$848.20

A summary of your flight will show at the top of your screen. Please review all of the information as you scroll down the page. At the bottom of the page, click on "Reserve Flight and Continue."

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.

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

When booking a rental car through Concur, select your pick-up and return dates, and where you will picking up the car. If you would like more options, click on "More Search Options." Once you have entered the pick-up information, click the "Search" button.

Car Search

Pick-up date: 12:00 pm

Drop-off date: 12:00 pm

Pick-up car at:

Airport Terminal Off-Airport

Please enter an airport:

Return car to another location

[More Search Options](#)

[Search](#)

Select the rental car you would like by clicking on the price button on the right side of the screen.

Compact Car - \$35.33 per day (Worldspan)

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

Total cost*

\$54.66

Most Preferred Car Vendor for CSU / E-Receipt Enabled

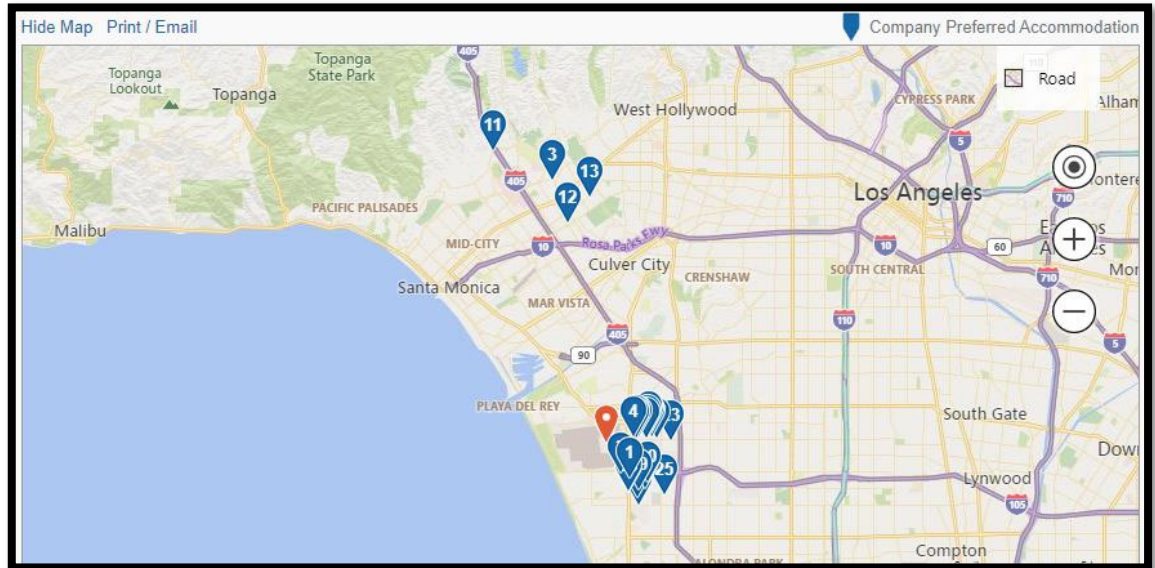
[Location details](#)

A summary of your rental car will show at the top of your screen. Please review all of the information as you scroll down the page. At the bottom of the page, click on "Reserve Car and Continue."

REVIEW PRICE SUMMARY			
Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$35.33	Jul 31 - Aug 01	\$54.66*
Total Estimated Cost: \$54.66			
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	

When booking a hotel, select your check-in and check-out dates and provide proximity information for your search. You will be able to expand your search on the next screen as well. Click on "Search" to continue.

The map on the right side of the screen will show you the available hotels. You can use your mouse or the + and - symbols to zoom in or out on a particular area. Scroll down the page to see the hotels and rates available.



The left side of the screen allows you to customize your hotel search by Price, Property Brand, and Amenities. You can also change your search, or update your display settings.

To select a hotel, begin by clicking on the "View Rooms" button on the right side of the screen.

To choose your room and reserve it, click on the price button on the right side.

A summary of your hotel room will show at the top of your screen. Please review all of the information as you scroll down the page. At the bottom of the page, click on the box to agree to the hotel's policies, and then click on "Reserve Hotel and Continue."

The hotel provided the following information:

CANCEL PERMITTED UP TO 01 DAYS BEFORE ARRIVAL
138.83 USD CANCEL FEE PER ROOM
~~FACE COVERINGS ARE REQUIRED DUE TO COVID 19~~

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

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