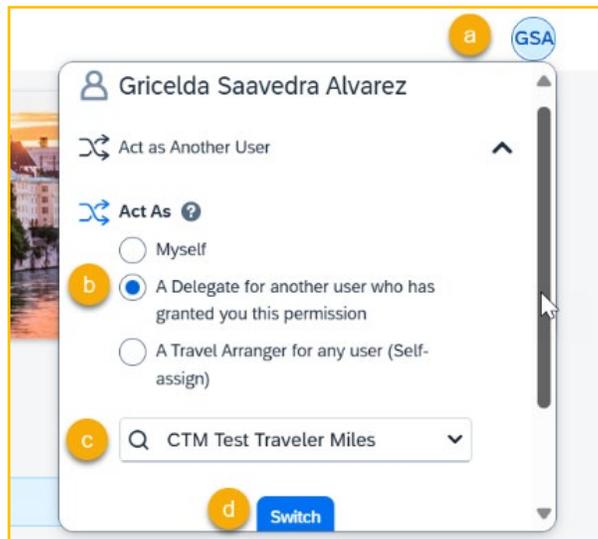


Travelers, Travel Assistants and Arrangers are required to complete their Concur profile prior to making a new reservation.

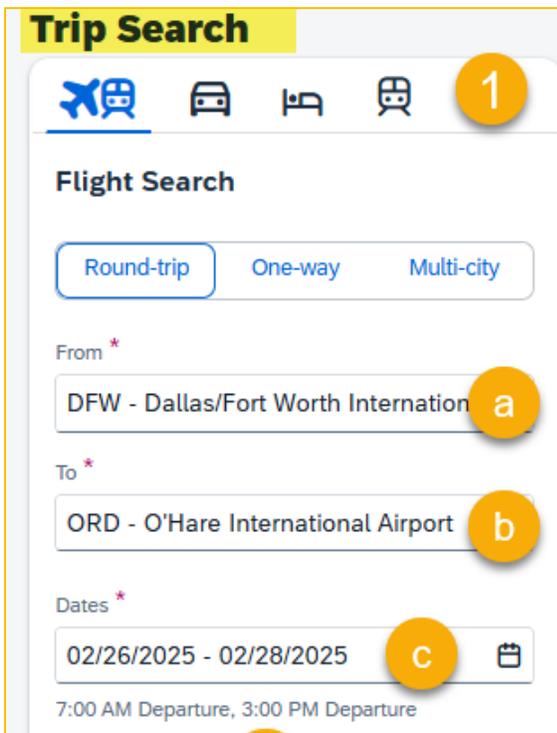
If you are making a reservation for yourself, start your booking on step #1 on the next page.

If you are making a reservation for another employee: use the "Open Profile" drop down menu on the right-hand side corner to select their profile prior to start making a reservation.

- a. Click the "Open Profile" drop down menu
- b. Under the "Act as another User" option, select the "A Delegate for another user who has granted you this permission" option
- c. Type and select the employee name that you will be making a reservation for
- d. Click "Switch"



1. Use the "Trip Search" option to start making a new reservation
 - a. Enter the departure (From) airport code or city name
 - b. Enter the destination (To) airport code or city name
 - c. Enter or select the business travel dates (departure and return)
 - d. Use the "Time Preferences" option to indicate the desired departure and return times for the selected dates
 - e. Select the "Include Accommodation" option to add a hotel to the reservation
 - f. Use the "Destination" field to indicate the city name, airport code, or address where you want to search a hotel at
 - g. Confirm or modify hotel check-in and check-out dates
 - h. Confirm or modify the "Distance" radius for the hotel location search
 - i. Click on "Search Flights"



Trip Search

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Flight Search

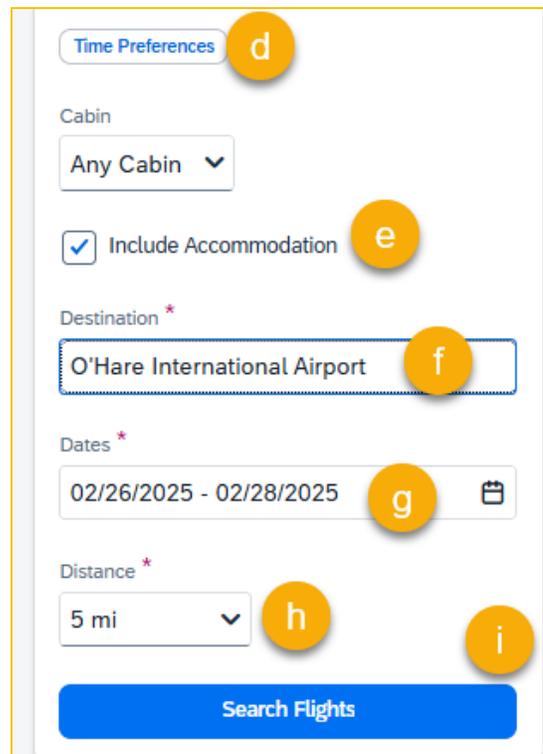
Round-trip One-way Multi-city

From *
DFW - Dallas/Fort Worth International a

To *
ORD - O'Hare International Airport b

Dates *
02/26/2025 - 02/28/2025 c

7:00 AM Departure, 3:00 PM Departure



Time Preferences d

Cabin
Any Cabin

Include Accommodation e

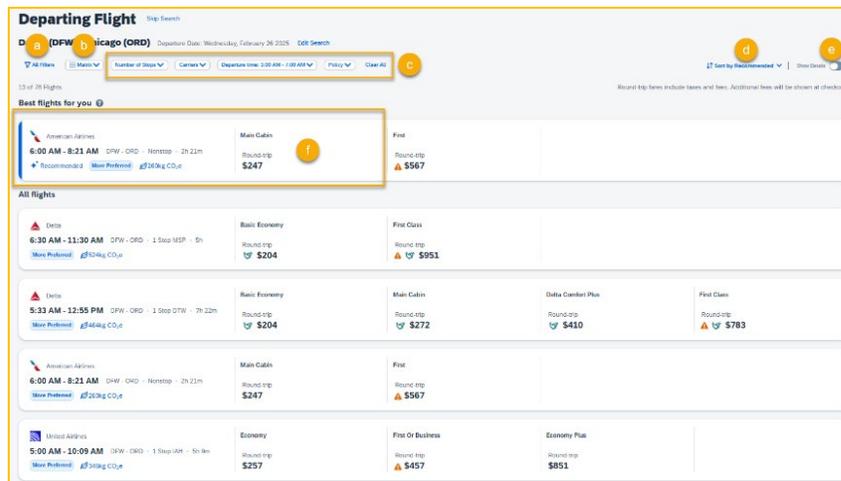
Destination *
O'Hare International Airport f

Dates *
02/26/2025 - 02/28/2025 g

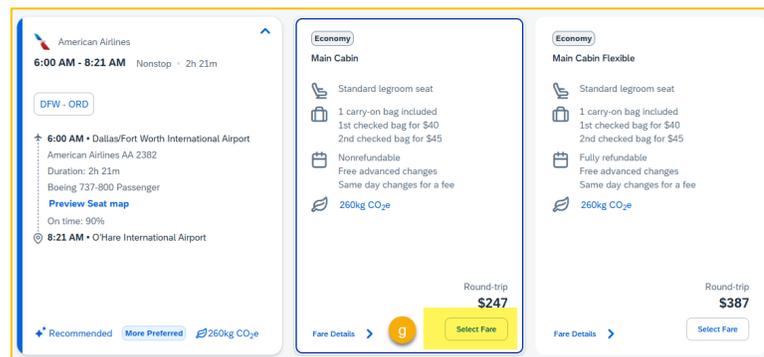
Distance *
5 mi h

Search Flights i

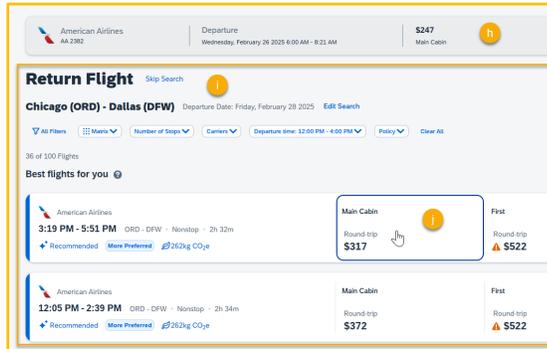
2. The first option that you will be presented to select is Airfare, starting with the “Departing Flight”
 - a. Use the “All Filters” option to apply preferences such as number of stops, time, connecting airport, and carriers
 - b. Use the “Matrix” drop down menu to apply filter on carrier name and number of stops
 - c. Other filter options include Number of Stops, Carriers, Time, and Policy
 - d. Use the “Sort by Recommended” drop down menu to sort options differently, including Shortest Duration, Fewer Stops, Preferred Carriers, etc.
 - e. Use the “Show Details” option to display flight details including seating, baggage, layover airport and fare type
 - f. Select the departing flight



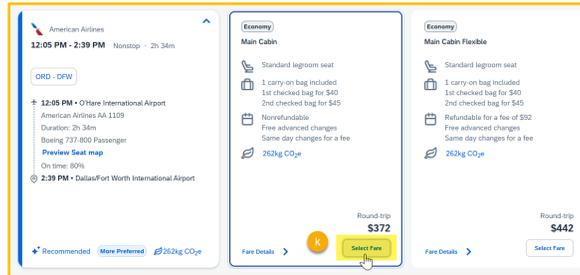
- g. Select the fare type for the specific flight



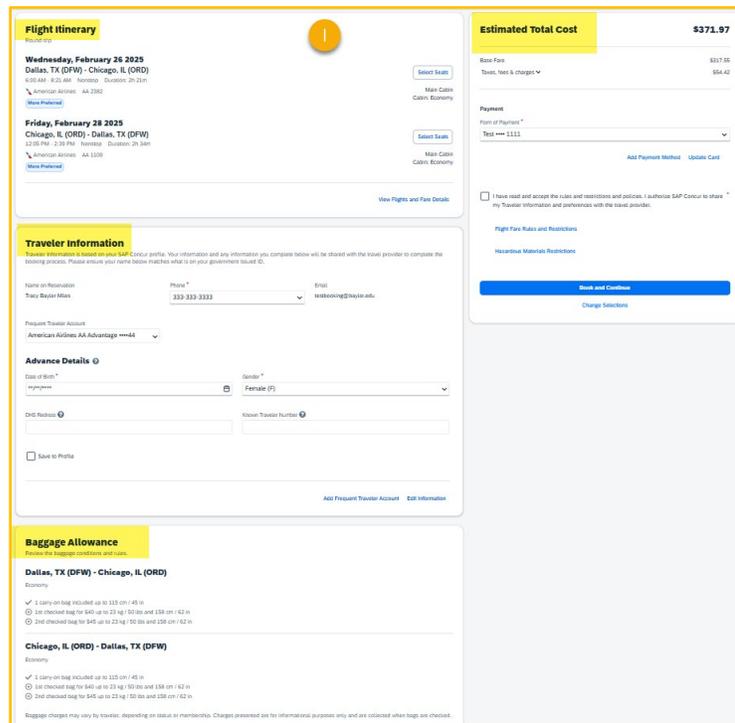
- h. The selected "Departure Flight" will appear at the top of the page
- i. Review the available options for the "Return Flight"
- j. Select the "Return Flight"



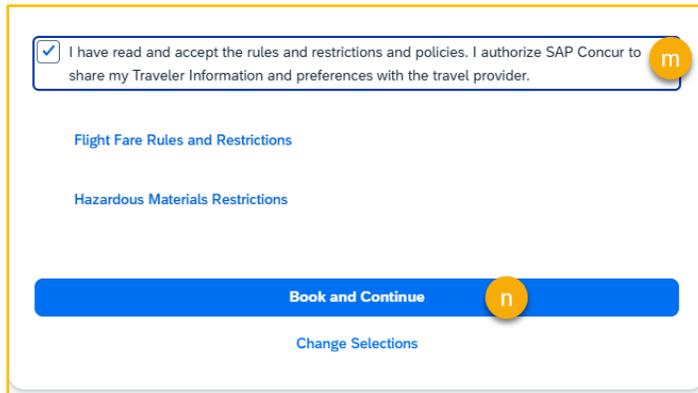
- k. Select the fare type for the return flight



- l. The "Review and Book" page will display the options to: Review the flight itinerary, Seat selection, View traveler information, Baggage Allowance, Estimated Total Cost for the airfare selection

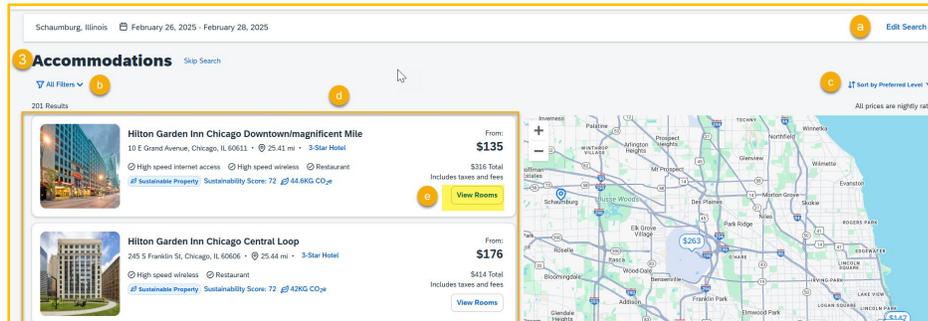


- m. Complete the flight booking acknowledgement
- n. Click "Book and Continue"

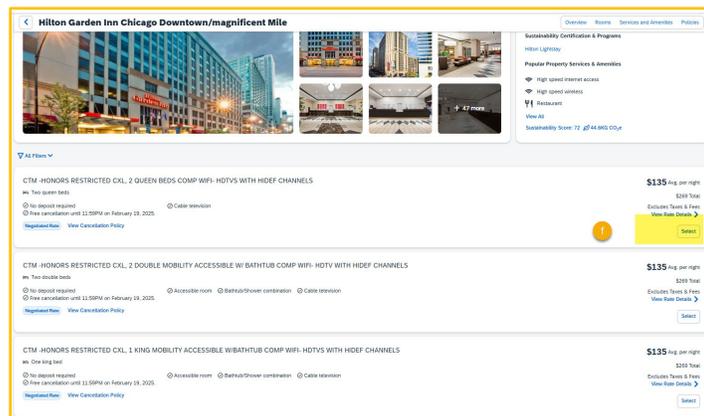


3. Make the hotel reservation

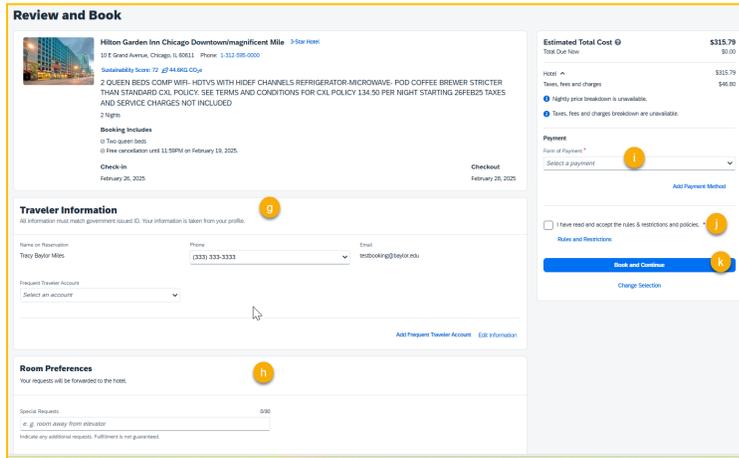
- a. Use the "Edit Search" option to modify the hotel search
- b. "All Filters" drop down menu may be used filter your results for hotel brand, amenities, rating etc.
- c. You may sort hotel options by price, distance, star rating among other options
- d. Review the hotel options
- e. Click "View Rooms" to view hotel details and room types



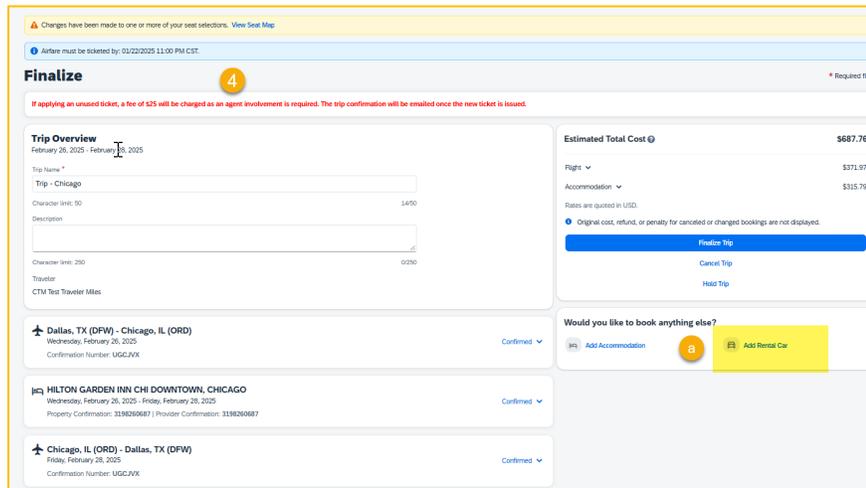
f. Review and make the room selection



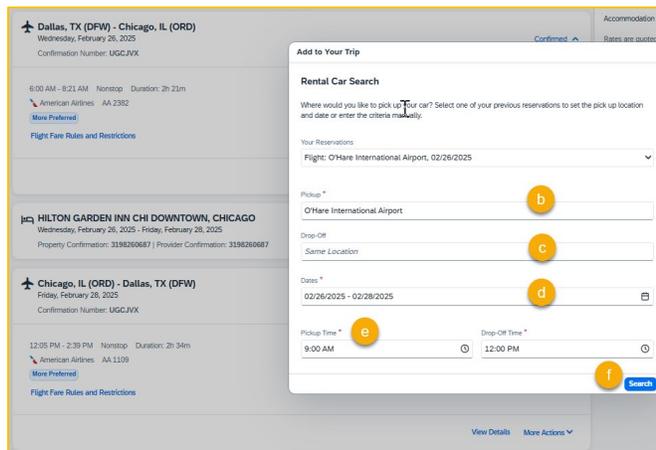
- g. Review Traveler Information
- h. Review and add "Room Preferences"
- i. Select Payment Method
- j. Review and agree to the hotel's rules and restrictions
- k. Click "Book and Continue"



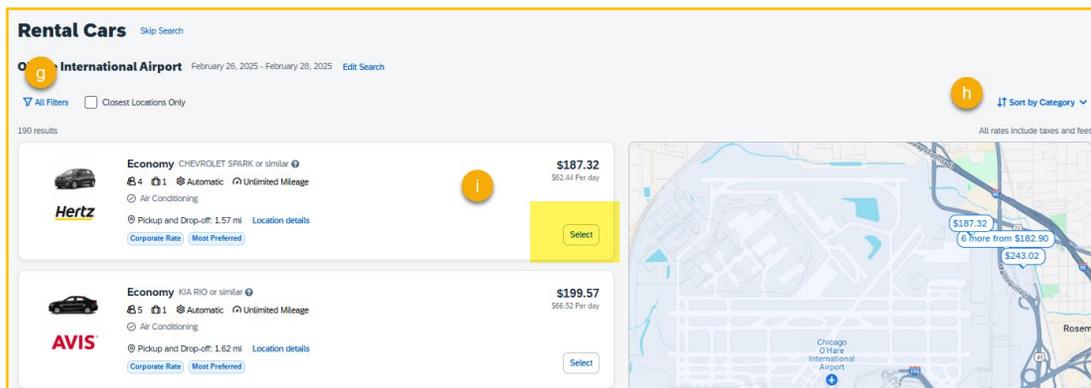
- 4. Add a Car Rental to the reservation
 - a. Click on the "Add Rental Car" option



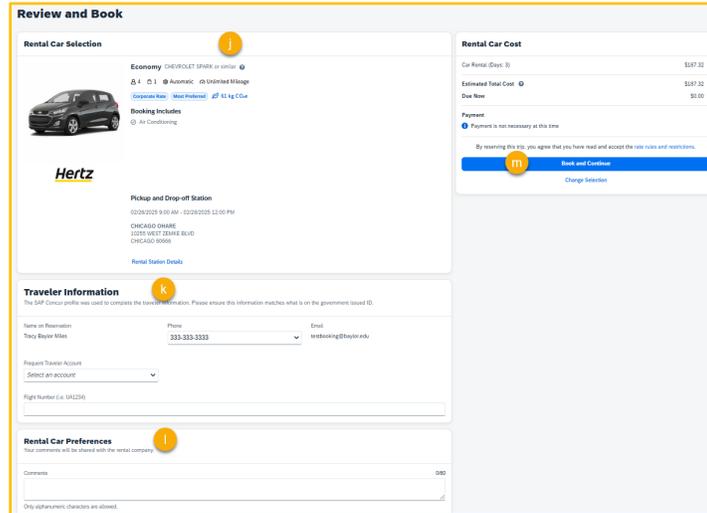
- b. Verify or modify the "Pickup" location, you may select at airport or off-airport locations
- c. Verify or modify the "Drop-Off" location, you may select at airport or off-airport locations
- d. Confirm or modify the "Dates"
- e. Verify or modify the "Pickup Time" and "Drop-Off Time" (the system will default to times based on flight information)
- f. Click "Search"



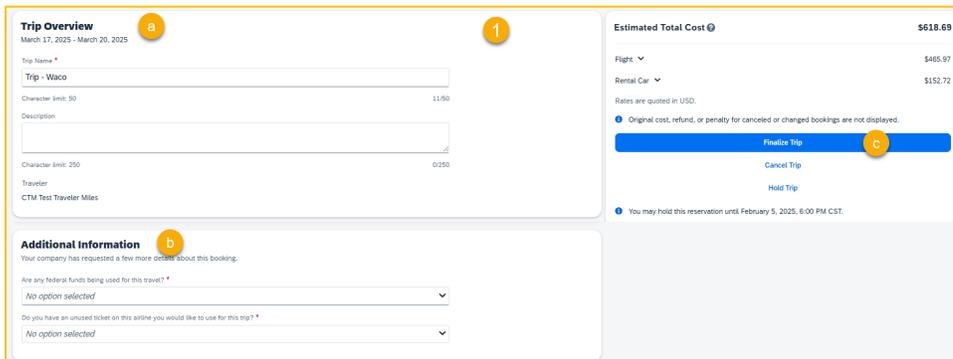
- g. Use the "All Filters" option to narrow your search by car category, rental company, and vehicle specification
- h. Use the "Sort by Category" to update results (category, price, policy compliance)
- i. Make the car rental selection



- j. Review "Rental Car Selection"
- k. Review "Traveler Information"
- l. Review and specify "Rental Car Preferences"
- m. Click "Book and Continue"



- 5. Review the travel details
 - a. Verify / update the "Trip Overview" section
 - b. Answer the required "Additional Information" questions
 - c. Click "Finalize Trip"



6. The trip confirmation will display

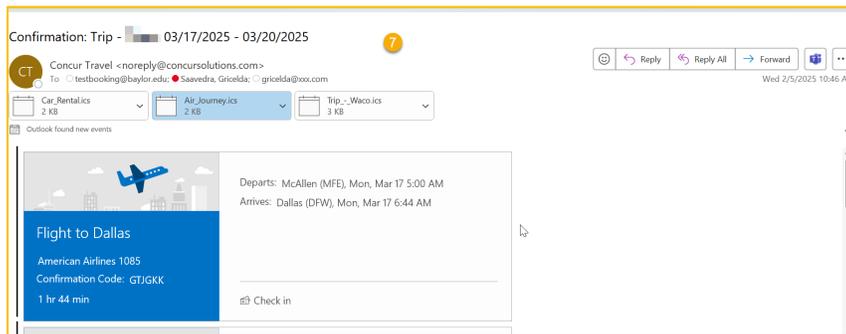
Trip Confirmed 6

An email confirmation will be sent to CTM Test Traveler Miles.

[Back to Homepage](#) [View Trip Overview](#)

Traveler	CTM Test Traveler Miles
Trip Name	Trip - Waco
Date	March 17, 2025 - March 20, 2025

7. An email confirmation will be sent to the Traveler, Travel Arranger and Primary Travel Assistant with the option to add reservation details to their calendar



Delete
Teams Meeting
Send to OneNote
Invite Attendees

Show As: Free
Recurrence
Reminder: None
Categorize

Title Trip Overview Summary

Start time: Mon 3/17/2025 12:00 AM All day Time zones

End time: Thu 3/20/2025 12:00 AM [Make Recurring](#)

Location:

ENTERPRISE – Rental car pick up

Traveler: CTM Test Traveler Miles

Rental car pick up: Monday, 03/17/2025 10:00 am
Car Type: Economy

Address:
7909 KARL MAY DR,
WACO, 76708-5572,
US
Phone: 254-755-8324

Confirmation: 1996170783COUNT