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"

Frip Se	arch			
X		ŀΩ	巴	1
Flight S	earch			
Round-t	rip	One-way	Mu	Ilti-city
From *				
DFW - D	allas/For	t Worth	Internat	ion a
то *				-
ORD - O	'Hare Int	ernation	al Airpo	rt b
Dates *				_
02/26/20	25 - 02/	28/2025	С	Ë
7:00 AM De	parture, 3	:00 PM De	parture	





- 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

▼AE Hisss Ⅲ Mexic ▼ (Number of Steps ▼) Carries ▼ (De	epartume times: 3:00 AM - 7:00 AM V	Caar Au		↓† San by Recommended ∨ Show Details
s of 78 Flights lest flights for you @		_	Record trip	tares include taxes and fees. Additional fees will be shown at che
🔪 American Aldrines	Main Gabin	Fet		
6:00 AM - 8:21 AM DFW - ORD - Nonstop - 2h 21m + Recommended More Preferred 2260kg CD,e	Round-trip 5247	Round-trip		
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6:30 AM - 11:30 AM DFW - ORD - 1 Stop MSP - Sh	Decision and	Development with		
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More Perferred #\$4644g CO.e	t ⊎ \$204	19 \$272	19 \$410	A 😏 \$783
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6:00 AM - 8:21 AM DFW - ORD - Nonstop - 2h 21m	Prevent stip	Round trip		
Mere Preterind B200kg CO10	\$247	▲ \$567		
United Aitlines	Economy	First Or Business	Economy Plus	
5:00 AM - 10:09 AM DPW - OPD - 1 Stop IAH - Sh Rm	Prevent tran	Descent trip	Drand Inte	
More Preferred #3 stars CO.e	\$257	A \$457	\$851	

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"

American Airlines Departure An 2382 Wednesday, February 28 2025 6:00 AM - 8:2	11 AM Mein C	iabin h
Return Flight Sup Search Chicago (ORD) - Dallas (DFW) Desanare Otar: Friday, Fabruary 20 2025 V Al Flam Il Markov Tourist of Steps V 36 of 100 Flafes Best flights for you Image: Control of Steps V	Edit Search 4-450 PMIV PolicyV Cies	r 64
American Anthree 3:19 PM -5:51 PM ORD - DPW - Normstop - 2h 32m + Recommended Mane Parkennet g8 2523g COge	Main Cabin Round-trip \$317	First Round-trip ▲ \$522
American Artines 12:05 PM - 2:39 PM ORD - 0FW - Nonstep - 2h 34m + Recommended Wave Inviting 22/20g COge	Main Cabin Round trip \$372	First Round-trip A \$522

k. Select the fare type for the return flight

American Airlines 12:05 PM - 2:39 PM Nonstop + 2h 34m	(Economy) Main Cabin	Economy Main Cabin Flexible
CRC - DFW 4 12.55 FM - O'Nere Identification Alegant American Alfinan AA 1120 Duratice: 75 Aleman Banagi (72) 340 Pasanger Provide Safe Anney Provide Safe Anney (72) 340 Part - Safe Aleman Alegant (72) 340 Part - Safe Aleman Alemant (72) 341 Part - Safe Alemant (Standard legroom set Carry on bag included in the level bag for \$40 2nd checked lag for \$45 Norefunction Norefunction Resolution for late Stand carly during for late 253g COje 	 Standard legroom set Carryon begindlade lat citacia algo fra 40 2nd created bag for 540 2nd created bag for 540 Berlandlade to a for 63 52 First adjounded bange for a fee Same day founder for a fee 2628g CO_#
+* Recommended (Mere Preferred) ₿262kg CO ₂ e	Round-trip \$372 Salest Teo	Round-trip \$442 Fare Details > Select Fare

 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

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Chicago, IL (ORD) - Dallas, TX (DFW)		
iconomy		
✓ 1 carry on bag included up to 115 cm / 45 in		
27 also conclusion long for 54-0 up to 23 kg / 50 liss and 158 cm / 62 in		





- 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"

leview and E	Book				
	Hilton Garden Inn Chicag 10 E Gend Avenue, Chicage, IL G Staniahity Some 7: 21 4440 2 O LEEN BEOS COMP WI THAN STANDARD CXL PO AND SERVICE CHARGES 1 2 Notes Booking Includes 0 Tro quent Dots 0 Free constation until 155PM Checkin February 32, 3255	20 Downtownimagnificent Mile 34a Het NLI Proc 112,285,000 COA R-HOTY WITH HIDEF CHANNELS REFR LUCY SEE TRANS AND CONDITIONS FOR NOT INCLUDED or Return V3, 2025.	K GERATOR MICHOWING: POD COFFEE BREINE CX, POLICY 134.20 PER NIGHT STARTING 281	ER STRUCTER FREDS TAXES PARTY AND	\$315.7 \$0.0 \$315.7 \$46.0
Traveler Inform	ation verment issued ID. Your information	is taken from your profile.		Add Reymont M	lethod
iame on Reservation Tracy Baylor Miles Frequent Traveler Account		Prone (333) 333-3333	Ervel restbooking@beytox.edu	Rules and Pentholons Book and Continue Charge Selection	k
		ß	Add Prequent Toweler Acco	zert Eck Information	
Room Preferences	ed to the hotel.	D			
and a few second		0.90			

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

Changes have been made to one or more of your seet selections. View Seet Man					
Autom must be licketed by 01/22/2025 11:00 PM CST					
-inalize					* Required t
If applying an unused ticket, a fee of \$25 will be charged as an agent involvement is required. The trip confirm	ation will be ema	iled once the new ticket is issued.			
Trip Overview			Estimated Total Cost @		\$687.7
Trin Name *			Flight 🗸		\$371.9
Trip - Chicago			Accommodation V		\$315.7
Character limit: 50	14/50		Rates are quoted in USD.		
Description			Original cost, refund, or penalty for canceled or	changed bookings are not displayed.	
			Final	ze Trip	
Character limit: 250	0/250		Can	el Trip	
Traveler CTM Test Traveler Miles			Hol	d Trip	
Dallas, TX (DFW) - Chicago, IL (ORD) Wetreddy, Februry 28, 2025 Confirmation Number: UGC#X		Confirmed 🗸	Would you like to book anything else	Add Rental Car	
IICT MILTON GARDEN INN CHI DOWNTOWN, CHICAGO Wechrestor, Fehruary 28, 2025 - Hröter, Fehruary 28, 2025 Property Contimution: 3198280687 Provider Confirmation: 3198280687		Confirmed 🛩			
Chicago, IL (ORD) - Dallas, TX (DFW) Fiday, February 28, 2025 Confirmation Number: VGCJVX		Confirmed 🛩			



- 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"

Confirmation Number: UGCJVX	Add to Your Trip				
6:00 AM - 8:21 AM Nonstop Duration: 2h 21m American Aritines AA 2382 None Portuned	Rental Car Search Where would you like to pick up and date or enter the criteria m	our car? Select one o	f your previous reservations to	set the pick up location	
Flight Fare Rules and Restrictions	Your Reservations				
	Flight: O'Hare Internationa	Airport, 02/26/2025		~	
	Pickup*				
HILTON GARDEN INN CHI DOWNTOWN, CHICAGO Wednesday, February 26, 2025 - Friday, February 28, 2025 Property Confirmation: 3198260687 Provider Confirmation: 3198260687	O'Hare International Airpor	t	<u> </u>		
	Drop-Off		-		
	Same Location		<u> </u>		
Chicago, IL (ORD) - Dallas, TX (DFW)	Dates *				
Friday, February 28, 2025	02/26/2025 - 02/28/2025		d	8	
Confirmation Number: UGCJVX			-		
	Pickup Time*		Drop-Off Time *		
12:05 PM - 2:39 PM Nonstop Duration: 2n 34m American Airlines AA 1109	9:00 AM	0	12:00 PM	0	
More Preferred					
Flight Fare Rules and Restrictions				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"

SAP Concur C

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

tental Car Selection			Rental Car Cost	
			0	
	Economy CHEVROLET SPARK or similar O		Car Mental (Days: 3)	318
	84 C 1 @ Automatic (2) Unlimited Mileage		Estimated Total Cost	\$18
	Corporate Rate (Most Preferred) \$9 61 kg COve		Due Now	1
	Air Conditioning		Payment Payment is not necessary at this time	
			Be reserving this trin you array that you have	e read and arcent the rate rules and restriction
			Book as	nd Continue
Hertz			Charg	e Selection
	Pickup and Drop-off Station			
	02/26/2025 9:00 AM - 02/28/2025 12:00 PM			
	CHICAGO OHARE 10255 WEST ZEMKE BLVD CHICAGO 60666			
	Rental Station Details			
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- 5. Review the travel details
 - a. Verify / update the "Trip Overview" section
 - b. Answer the required "Additional Information" questions
 - c. Click "Finalize Trip"

Trip Overview March 17, 2025 - March 20, 2025	1	Estimated Total Cost @	\$618.69
Trip Name *		Flight ¥	\$465.97
Trip - Waco		Rental Car 👻	\$152.72
Character limit: 50 11/50		Rates are quoted in USD.	
Description		Original cost, refund, or penalty for canceled or changed bookings	are not displayed.
		Finalize Trip	c
Character limit: 250 0/250		Cancel Trip	
Traveler		Hold Trip	
CTM Test Traveler Miles			
		You may hold this reservation until February 5, 2025, 6:00 PM CS1	Τ.
Additional Information			
Are any federal funds being used for this travel? *			
No option selected			
Do you have an unused ticket on this airline you would like to use for this trip? *			
No option selected			





6. The trip confirmation will display



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

Concur Tr. To Otestbe Car_Rental.ics 2 KB Cutlook found new e	rrip - 03/1 avel <noreply@concr ooking@baylor.edu; • Sa v 2 vents</noreply@concr 	7/2025 - 03/20/20 ursolutions.com> avedra, Gricelda; Ggicelda ir_Journey.ics KB	©xxx.com TripWaco 3 KB	7 .lcs 🗸			© ← Reply ≪	Reply All Forward Wed 2/5/2	1025 10:46 A
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	Delete \rightarrow Actions	Teams Meeting ~ Teams Meeting	Send to OneNote OneNote	Invite Attendees Attendees	Show As:	Free None Optior	Recurrence	Categorize	
	Save & Close	Title Start time End time Location	Trip Overv Mon 3/17/20 Thu 3/20/202	view Sum	12:00 AM	•	✓ All day □ 👰 ↔ Make Recurring	Time zones	
	ENTERPRISE - Traveler: CTM Rental car pic Car Type: Eco Address: 7909 KARL M WACO, 7670 US Phone: 254-7	- Rental car pick I Test Traveler M k up: Monday, 0 nomy AY DR, 8-5572, 755-8324	up iles 3/17/2025 10	0:00 am					

