Concur Online Travel Booking Tool: Booking Car

Prior to booking travel you must complete your Concur Travel Profile. (See the Completing Your Profile Job Aid.)

1. Log into Concur and select the Travel option from the top header.

2. Select your Travel Type from the drop down.

3. Click the tab for Car Search.
   a. Select or enter the Pick-up date and time and Drop-off date and time.
   b. The search can be done for a rental at the Airport Terminal or an Off-Airport location. **Note:** If the reservation is being booked in conjunction with an air reservation, the pick-up and drop-off times will coincide with the flight arrival and departure times.

4. Select Search.
5. Select the preferred option on the matrix. **Note:** If the matrix is not displayed, select Show matrix in the upper right hand corner of the display.

6. Each car selection that is listed in the results will have the following available.
   a. Car Type and Cost
   b. Transmission type, Pick-up location, Car capacity
   c. **Location details** link
   d. Cost button

7. The **Location details** link contains all the important information about the car rental location. This includes: Address, phone and operating hours.
8. Click on the blue price button to select the car option.

9. Once the option is selected review the **Review and Reserve Car** page.
   a. **Review Rental Car** – Verify the car type, dates, and location information.

   ![](image1)

   b. **Provide Car Rental Preferences** – Enter car preferences. **Note:** Car preferences are not guaranteed.

   ![](image2)

   c. **Confirm/Enter Driver Information** – Verify the **Driver** name. Add any **Car Rental Agency Program** information. (Note: This information comes from the traveler’s profile.)

   ![](image3)

   d. **Review Price Summary** – Payment will be made directly to the car agency when the car is picked up.

   ![](image4)

   e. Select **Reserve Car and Continue**.
10. Review the **Travel Details** Page. On this page you can review what was booked and you can **Change/Cancel** what you’ve selected and or **add Air or Hotel** to the booking. Select **Next** to Continue.

11. **Trip Booking Information** – On this page,
   a. You are given the opportunity to customize your **Trip Name** and create a **Trip Description**.
   b. You can **Add Comments for the Travel Agent** (an additional fee will not be incurred.)
   c. **Send a copy of the confirmation** to another email address.
   d. You’ll need to provide the following information specific to the trip.
      i. **Requisition Number**
      ii. **Fund**
      iii. **Org**
      iv. **Account**
      v. **Program**
   e. You will designate whether you want to use an unused ticket (if there is one available) for this reservation.

![Trip Booking Information](image)

**Note**: On this page you can select **Hold Trip**. The reservation will be held for approximately 24 hours. The exact time it can be held will be displayed. This does not guarantee the fare.

12. Select **Next**.

13. The **Trip Confirmation** page is the final step. Select **Confirm Booking** to complete your reservation.