

Booking in Concur

Concur allows you to book airfare, rental car, and hotel. If you have all three expenses included in your travel request, you will have to book all of them at the same time. For example, Concur does not allow you to book your airfare today and your rental car next month.

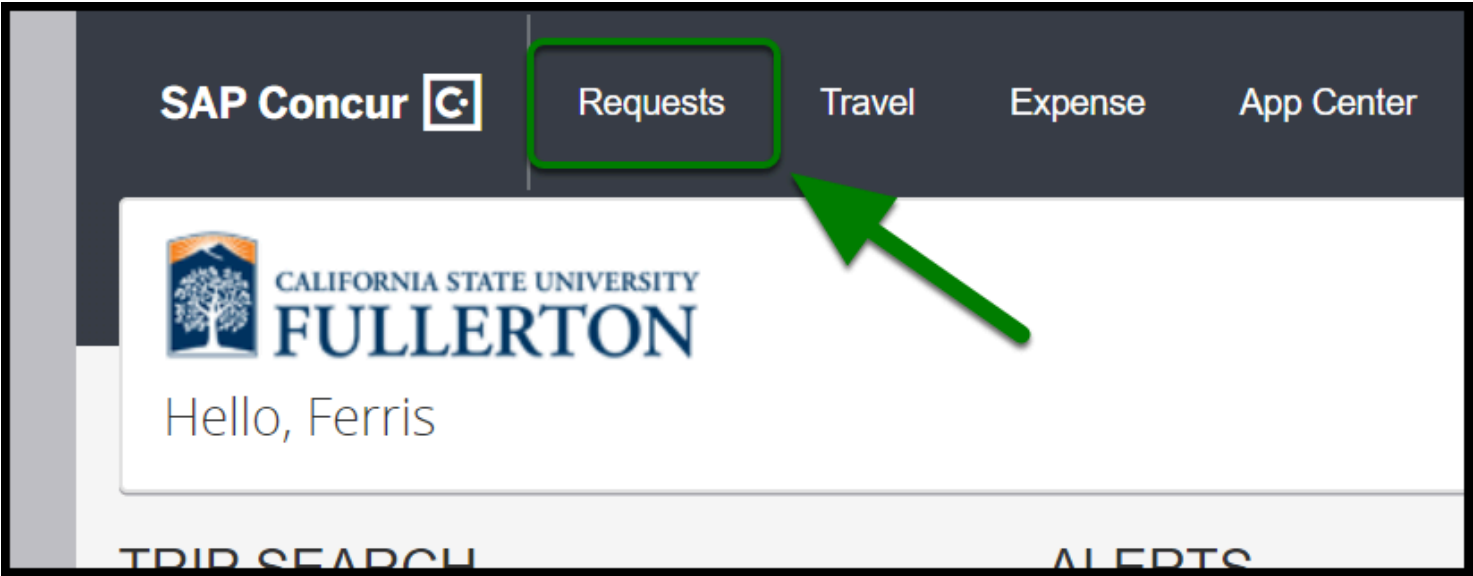
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💡 If you need assistance with logging into Concur, please go to Logging into Concur.....0.

Booking in Concur

Step 1: In the Concur Dashboard, click on the **Requests** tab.



Step 2: Select your approved travel request with the status of: *Pending on-line Booking(Ready to Book)*.

Manage Requests

View Active Requests

Create New Request

APPROVED 03/04/2022

MAR 2020 Las Vegas, NV

\$150.00

Approved

READY TO BOOK 12/13/2021

⚠️ DEC 2021 San Diego, CA

\$2,200.00

Pending on-line Booking

Step 3: Select **Book** under the *Action* column.

SAP Concur Requests Travel Expense App Center Help

Manage Requests

Alerts: 1

DEC 2021 San Diego, CA \$2,200.00
Pending on-line Booking | Request ID: 3PYF

Request Details Print/Share Attachments

EXPECTED EXPENSES

Alerts	Expense type	Details	Date	Amount	Requested
	Hotel Reservation	San Diego, California	12/13/2021	\$1,200.00	\$1,200.00
	Car Rental	Fullerton, California - Fullerton, California	12/13/2021	\$1,000.00	\$1,000.00

More Actions Book Travel

Step 4: Your page will refresh to your itinerary.

Travel

Trip Library

Templates

Tools

DEC 2021 San Diego, CA

Start date: Monday, 12/13/2021

End date: Thursday, 12/16/2021

Purpose: Attending Conference

View Detail

Your Itinerary

To Begin Booking your Itinerary, Please provide additional information below, then press the "Proceed to booking" button.

TRAVEL REQUEST ITINERARY

Car Rental

Fullerton, California

Pick-up

Monday, 12/13/2021 10:00 AM

Choose a rental station

Fullerton, California

Return

Thursday, 12/16/2021 10:00 AM

Choose a rental station

Hotel Reservation

San Diego, California

Check-in

Monday, 12/13/2021

Check-out

Thursday, 12/16/2021

Step 5: You will be required to fill out the rental station pick-up and drop-off locations.

Car Rental

Fullerton, California

Pick-up

Monday, 12/13/2021 10:00 AM

Choose a rental station


Fullerton, California

Return

Thursday, 12/16/2021 10:00 AM

Choose a rental station

Step 6: Once you have finished filling out the rental station pick-up and drop-off locations, click on the **Proceed to Booking** button.



Car Rental

Fullerton, California

Pick-up

Monday, 12/13/2021 10:00 AM

Choose a rental station

Enterprise -- 729 W COMMONWEALTH AVE, FULLERTON


Fullerton, California

Return

Thursday, 12/16/2021 10:00 AM

Choose a rental station

Enterprise -- 729 W COMMONWEALTH AVE, FULLERTON, CA 92



Hotel Reservation

San Diego, California

Check-in

Monday, 12/13/2021

Check-out

Thursday, 12/16/2021

☐ Only show me this page when I need to provide extra information

Proceed to booking

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Booking Airfare

Step 1: To book your airfare, you will see flight options that are available for you.

Travel Arrangers Trip Library Templates Tools

LOS ANGELES, CA TO LAS VEGAS, NV
MON, MAR 2 - FRI, MAR 6

Show as USD

Trip Summary

Select Flights or Trains

Round Trip
LAX - LAS
Depart: Mon, 03/02/2020
Return: Fri, 03/06/2020

Finalize Trip

Previous Searches

Previous Searches

Change Search

From: LAX - Los Angeles Area Airports - Los Angeles, CA
To: LAS - Las Vegas McCarran Intl Airport - Las Vegas, NV
Depart: 03/02/2020 10:00 am ± 12
Return: 03/06/2020 05:00 pm ± 12
Search by: Price
Specify a carrier
Refundable only air fares
Flights w/ no double connections

Hide matrix Print / Email

All	Frontier	Spirit Airlines	Alaska Airlines	American Airlines	Delta	JetBlue	United	Multiple
100 results	2 results	11 results	12 results	14 results	40 results	9 results	2 results	10 results

Shop by Fares Shop by Schedule

Flight Number Search Sorted By: Price - Low to High

Displaying: 100 out of 100 results. Previous | Page: 1 of 10 | Next | All

Frontier	03:44p LAX → 05:08p LAS	Nonstop	1h 24m	\$66.80
	01:35p LAS → 02:54p LAX	Nonstop	1h 19m	
Frontier	08:43p SNA → 09:54p LAS	Nonstop	1h 11m	\$76.80
	06:51p LAS → 07:58p SNA	Nonstop	1h 07m	
Spirit Airlines	12:50p BUR → 01:58p LAS	Nonstop	1h 08m	\$86.79
	05:33p LAS → 06:37p BUR	Nonstop	1h 04m	

Step 2: When you are ready, select your flight.

Shop by Fares Shop by Schedule

Flight Number Search Sorted By: Price - Low to High

Displaying: 100 out of 100 results. Previous | Page: 1 of 10 | Next | All

Frontier	03:44p LAX → 05:08p LAS	Nonstop	1h 24m	\$66.80
	01:35p LAS → 02:54p LAX	Nonstop	1h 19m	
Frontier	08:43p SNA → 09:54p LAS	Nonstop	1h 11m	\$76.80
	06:51p LAS → 07:58p SNA	Nonstop	1h 07m	

Step 3: Your page will refresh and you will have the option to review your flight purchase.

Review and Purchase Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Mar 2 – Los Angeles, CA to Las Vegas, NV [Hide details ^](#)

Mon, Mar 2 03:44p LAX → 05:06p LAS 1h 24m Frontier 2162
Airbus Industrie A319

RETURN ✕ Fri, Mar 6 – Las Vegas, NV to Los Angeles, CA [Hide details ^](#)

Fri, Mar 6 01:35p LAS → 02:54p LAX 1h 19m Frontier 2163
Airbus Industrie A319

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ⓘ

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

Name: Ferris B Bueller Phone: 6572784367

Frequent Flyer Programs [Add a Program](#)

For Frontier

SELECT SEATS

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

Flight	Seat
F9 2162 Economy (Z)	View seat map
F9 2163 Economy (Z)	View seat map

Step 4: Confirm the information is correct.

Review and Purchase Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Mar 2 – Los Angeles, CA to Las Vegas, NV [Hide details ^](#)

Mon, Mar 2 03:44p LAX → 05:06p LAS 1h 24m Frontier 2162
Airbus Industrie A319

RETURN ✕ Fri, Mar 6 – Las Vegas, NV to Los Angeles, CA [Hide details ^](#)

Fri, Mar 6 01:35p LAS → 02:54p LAX 1h 19m Frontier 2163
Airbus Industrie A319

ENTER TRAVELER INFORMATION

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

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Frequent Flyer Programs [Add a Program](#)

For Frontier

SELECT SEATS

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

Flight	Seat
F9 2162 Economy (Z)	View seat map
F9 2163 Economy (Z)	View seat map

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$35.34	\$31.46	\$66.80
		Total Estimated Cost: \$66.80	
		Total Due Now: \$66.80	

Step 5: Select your method of payment.

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card.
?
Add credit card

* Indicates credit card is a company card

Step 6: Click on **Reserve Flight and Continue**.

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

Back

Reserve Flight and Continue

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Booking Car Rental

Step 1: To book your car rental, you will see car rental options that are available for you.

Enterprise Rent A Car is the preferred vendor.

For travel within the United States, insurance is included in the CSUF Fullerton rates with Enterprise.


- The traveler may purchase additional insurance offered by Enterprise; however, if additional insurance is selected, the insurance may not be charged to a Procurement Card and the traveler may not be reimbursed for the expense
- Extra charges (damage waiver, GPS, Sirius Satellite Radio, etc.) may not be charged to a Procurement Card and the traveler may not be reimbursed for these expenses

[Car Policy](#)

PICK UP: LAS VEGAS, NEVADA (ETLASC19) (LAS) ON MON, MAR 2 10:00 AM
 RETURN: FRI, MAR 6 10:00 AM


Show as USD ▼

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

All 11 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV	Standard SUV	Full-size
 Preferred	192.42	192.42	203.66	203.66	377.86	501.48	321.66	321.66	501.48	653.17

Sorted By: Policy - Most Compliant ▼

Displaying: 1 out of 11 results. ?



Intermediate Car - \$35.01 per day (Worldspan)


Automatic transmission
 Unlimited miles, Pick-up: Downtown LAS
 Adults: 4, Large bags: 1, Small bags: 2**
 (Corporate rate)

Total cost*
\$192.42

Preferred Car Vendor for Cal State Fullerton / E-Receipt Enabled ? [Location details](#)

Step 2: When you are ready, select your car rental.

Displaying: 1 out of 11 results. ?



Intermediate Car - \$35.01 per day (Worldspan)

Automatic transmission
 Unlimited miles, Pick-up: Downtown LAS
 Adults: 4, Large bags: 1, Small bags: 2**
 (Corporate rate)

Total cost*

\$192.42

Preferred Car Vendor for Cal State Fullerton / E-Receipt Enabled ? [Location details](#)

Step 3: Your page will refresh and you will have the option to review your rental car purchase. Confirm the information is correct.

Review and Reserve Car

REVIEW RENTAL CAR

Enterprise Car Rental

Type	Pick-up	Drop-off
Intermediate Car	Off-Airport	Off-Airport
Features	10:00 am Mon, 03/02/2020	10:00 am Fri, 03/06/2020

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 in-car GPS system ☐ 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: Ferris B Bueller Phone: 6572784367 cmstraining18@fullerton.edu

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

No Program selected

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$35.01	Mar 02 - Mar 06	\$192.42*
Total Estimated Cost:			\$192.42
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.

Step 4: Click on **Reserve Car and Continue**.

* 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

back to top..... 2

Booking Hotel

Step 1: To book your hotel, you will see hotel options that are available for you.

Travel Arrangers Trip Library Templates Tools

Trip Summary

Flights Reserved
 Round Trip
 LAX - LAS
 Depart: Mon, 03/02/2020
 Return: Fri, 03/06/2020

Select a Hotel
 Nights: 4
 Las Vegas, NV
 Check-in: Mon, 03/02/2020
 Check-out: Fri, 03/06/2020

Finalize Trip

Total Estimated Cost

	USD
Air	88.80
Car	192.42
Total	281.22

CHECK-IN MON, MAR 2 - CHECK-OUT FRI, MAR 6

Hide Map Print / Email

Company Preferred Accommodation

Name Search

Sorted By: Policy - Most Compliant

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

Step 2: When you are ready, select your hotel.

[Hotel details](#) | [View details](#)

4. Super 8 North Strip/Fremont Street Area
 1213 S Las Vegas Blvd, Las Vegas, NV 89104 [Map it](#)

1.11 miles ★★★★★

\$47

[View Rooms](#)

[Hotel details](#)

5. Fremont Hotel & Casino

Step 3: Your page will refresh and you will have the option to review your hotel purchase. Confirm the information is correct.

Review and Reserve Hotel

REVIEW HOTEL ROOM

Super 8 North Strip/Fremont Street Area

30 Day Advance Booking 1 Queen Nsmk With Free Wifi Air Conditioning Coffee Tea Maker Hair Dryer Hdtv Alarm Clock Please cancel 1 day before arrival

4 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, March 02, 2020	Friday, March 06, 2020	1213 S Las Vegas Blvd Las Vegas, Nevada 89104 United States	702-331-0545

* 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)

Ex: Need early check-in (10am)

☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ⓘ

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

Name: Ferris B Bueller **Phone:** 6572784367

Hotel Program [Add a Program](#)

Step 4: Select your method of payment.

SELECT A METHOD OF PAYMENT

How would you like to pay?

ⓘ [Add credit card](#)

*** Indicates credit card is a company card**

Step 5: Check the box stating: **I agree to the hotel's rate rules, restrictions, and cancellation policy.**

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Super 8 North Strip/Fremont Street Area

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE CHANGES OVER DURATION OF STAY

Hotel Rates

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

Step 6: Click on **Reserve Hotel and Continue**.

Back

Reserve Hotel and Continue




back to top..... 2

Confirm Booking

Step 1: Review your travel reservation details to confirm that all of the information is correct.


Travel Details

TRIP OVERVIEW

I want to... Print Itinerary E-mail Itinerary	Trip Name: DEC 2021 San Diego, CA (Edit) Start Date: December 13, 2021 End Date: December 16, 2021 Created: December 01, 2021, CSU Fullerton <i>(Modified: December 01, 2021)</i> Description: (No Description Available) (Edit) Agency Record Locator: 346MC9 Reservation for: Csu Fullerton Total Estimated Cost: \$126.17 USD (Details)	Add to your Itinerary  Air  Car  Hotel
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RESERVATIONS

Monday, December 13, 2021

 **Enterprise Car Rental at: Santa Ana US (SNA)** [Change](#) | [Cancel](#)
Pick-up at: 729 W COMMONWEALTH AVE FULLERTON, CA, 92832 US
Phone: 7145257172

Step 2: When you ready select, **Next**.

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.

 [Next >>](#) [Cancel Trip](#)

Step 3: If you have any special request for the travel agent, please provide those details in the **Trip Booking Information Page**.

Trip Booking Information

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.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

Send my email confirmation as
☒ HTML ☐ Plain-text

Triplt Privacy

☒ Share trip destination and dates with your Triplt Connections and Groups.
☐ Make this trip private

Do you have an unused ticket in your profile you would like to use? [Required]

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.

[Display Trip](#)
[<< Previous](#)
[Next >>](#)
[Cancel Trip](#)



Confirm if you have any unused tickets.

Step 4: When you ready select, **Next**.

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.

[Display Trip](#)
[Hold Trip](#)
[<< Previous](#)
[Next >>](#)
[Cancel Trip](#)

Step 5: Your page will refresh to the **Trip Confirmation** page where you will have a final review.

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: DEC 2021 San Diego, CA
Start Date: December 13, 2021
End Date: December 16, 2021
Created: December 01, 2021, CSU Fullerton (Modified: December 01, 2021)
Description: Attending Conference
Do you have an unused ticket in your profile you would like to use?: No unused tickets.
Agency Record Locator: 346MC9
Reservation for: Csu Fullerton
Total Estimated Cost: \$126.17 USD
 View your plans in [Triplt](#) to stay one step ahead while traveling.
Agency Name: CTP (Cal State Fullerton - CTP)
Address:
 613 NW Loop 410
 Suite 400
 San Antonio, TX 78216

RESERVATIONS

Monday, December 13, 2021

Step 6: When you are ready, select **Confirm Booking**.

Almost done... Please confirm this itinerary.


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

i You will receive an email notification confirming the items that you booked.

! If you need assistance with changing your travel reservation, please contact Corporate Travel Planners and they will be able to assist you.

- 888-432-6676 or 210-293-8626

Need more help?

 Contact Concur Support at concur@fullerton.edu 0 or at 657-278-3600.