

### Section 1: Getting Started

#### Step 1: Log on to Concur Travel

1	Go to the Concur Travel & Expense link.
2	Enter your <b>Warrior User Name</b> and <b>Warrior password</b> on the Warrior Sign In page.
3	Click <b>Sign In</b> .
4	You will be automatically connected to your travel account.

*If you are not sure how to start Concur Travel, check with your company's system administrator.*

### Section 2: Use My Concur

#### Step 1: Explore the available options

1	Explore the <b>Trip Search</b> section.
2	Look at the <b>Weather</b> section (not available in Concur Standard) under Travel Tools.
3	Explore the <b>General Information</b> section under travel Tools.
4	Locate the <b>Trip Library</b> section.
5	View the <b>Trips Awaiting Approval</b> section. <i>This section appears only if you are logged on as an approver.</i>

### Section 3: Update Your Profile

#### Step 1: Change your time zone, date format, or language

1	At the top of the My Concur page, click <b>Profile &gt; Profile Settings</b> .
---	--

2	On the <b>Other Settings</b> menu on the left side of the page, click <b>System Settings</b> .
3	On the <b>System Settings</b> page, update the appropriate information, and then click <b>Save</b> .
<b>Step 2: Update your personal information</b>	
1	At the top of the My Concur page, click <b>Profile &gt; Profile Settings</b> .
2	Click <b>Personal Information</b> in the middle of the page.
3	On the <b>Personal Information</b> page, update the appropriate information, and then click <b>Save</b> .
<b>Step 3: Set up a Travel Arranger or Assistant</b>	
1	At the top of the My Concur page, click <b>Profile &gt; Profile Settings</b> .
2	Select <b>Personal Information</b> .
3	Scroll down to the <b>Assistants and Travel Arrangers</b> section.
4	Click <b>Add an Assistant</b> located to the right of the section.
5	In the <b>Search Criteria</b> field, type the last name of the person you wish to add as an assistant/travel arranger.
6	From the <b>Assistant</b> dropdown menu, select the appropriate assistant.
7	Select <b>Can Book Travel for Me</b> .
8	Select <b>Is my primary assistant for travel</b> , if necessary.
9	Click <b>Save</b> .

### Step 4: Add Credit Card Information

1	At the top of the My Concur page, click <b>Profile &gt; Profile Settings</b> .
2	Select <b>Credit Cards</b> .
3	Click <b>Add a Credit Card</b> located to the right of the section.
4	Enter appropriate information for the credit card. If you are a Pcard user, please enter One University Circle, Turlock, CA 95382 as a billing address
5	Click <b>Save</b>

### Section 4: Make a Travel Reservation

#### Step 1: Make a flight reservation

1	On the <b>Flight</b> tab, select one of these: <ul style="list-style-type: none"> <li>Round Trip</li> <li>One Way</li> <li>Multi-Segment</li> </ul>
2	In the <b>Departure City</b> and <b>Arrival City</b> fields, enter the cities for your travel.
3	In the <b>Departure</b> and <b>Return</b> fields, select the appropriate dates and times.
4	If you need a car, select <b>Pick-up/Drop-off car at airport</b> .
5	If you need a hotel, select <b>Find a Hotel</b> . (More information appears; make the appropriate choices.)
6	In the <b>Search Flights By</b> field, select either <b>Price</b> or <b>Schedule</b> .

7	Click <b>Search</b> .
8	Click <b>show details</b> to see additional Information.
9	Click <b>Select</b> to select the flight and review flight information.
10	Once all the flight information is reviewed, click <b>Reserve Flight and Continue</b> .
<b>Step 2: Select a car</b>	
1	If you specified that you need a car on the <b>Flight</b> tab, you will see car results for the car search.
2	Select the appropriate rental car, and then click <b>Reserve</b> .
<b>Step 3: Select a hotel</b>	
<i>If you selected the <b>Find a Hotel</b> option on the <b>Flight</b> tab, the hotel results are displayed after you choose your rental car.</i>	
1	Use the filter options to narrow your search by <b>Amenity</b> , <b>Neighborhood</b> , or <b>Chain</b> .
2	Click <b>Show Details</b> for a specific hotel to view more detailed information.
3	A rate range appears. Click <b>choose room</b> to view rates and details about the room.
4	When ready to reserve your room, click the radio button to the left of the rate, and then click <b>Reserve</b> .
5	Check your itinerary, and then click <b>Next</b> .

<b>Step 4: Complete the Booking</b>	
1	Enter your trip information in the <b>Trip Name</b> and <b>Trip Description</b> fields.
2	Click <b>Next</b> to finalize your reservation.
3	To complete the booking, click <b>Purchase Ticket</b> .

### Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation

*Flight changes are available for e-tickets that include a single carrier.*

*If the trip is already ticketed but has not occurred, you can change the time or date of the flight. Your change options will be with the same airline and routing.*

*Contact your travel agency, the appropriate Website, or vendor directly if you did not book your trip using Concur Travel.*

1	At the top of the My Concur page, click <b>Travel</b> .
2	In the <b>Upcoming Trips</b> section of My Concur, click the name of the trip.
3	Click <b>Change Trip</b> .

4	On the itinerary, click the appropriate link to: <ul style="list-style-type: none"> <li>Email your itinerary</li> <li>Change seat</li> <li>Change the flight day or time for travel (you cannot change the airline)</li> <li>Add, change, or cancel parking</li> <li>Add, change, or cancel a taxi</li> <li>Add, change, or cancel car rental</li> <li>Add, change, or cancel hotel</li> </ul>
5	To cancel your entire trip, in the <b>Upcoming Trips</b> section of My Concur, click the name of the trip.
6	Click <b>Cancel Trip</b> , and then click <b>OK</b> .