

Concur Car and Hotel Booking Guide

Booking a Car and Hotel

To book car and hotel reservations *without* a flight, use the **Hotel**  and **Car**  **Search** tabs.

- Under **Car Search** select your **Pick-up date** and time then your **Drop-off date** and time
- Select if you will pick up your car at the **Airport Terminal** or **Off-Airport**
- Enter either the airport location or search for an off-airport location. You can also return the car to another location.
- Click the **More Search Options** link to narrow your search
- Click **Search** to begin your booking.
- On the **Car Search Results** page select your preferred car by clicking on the total cost.
- Review your booking on the **Review and Reserve Car**.
- When finished click **Reserve Car and Continue**.

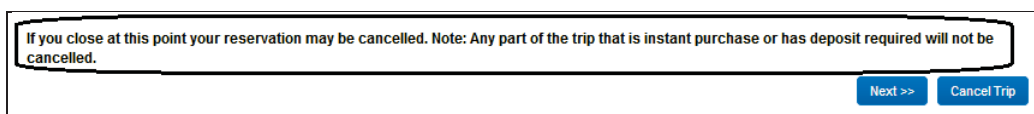
On the **Travel Details** page you have the options to add a hotel to your booking. Under **Add to your itinerary** click the **Hotel** link.



You will have the option to add the hotel to your current location or select another location from a drop down menu then **Search**.

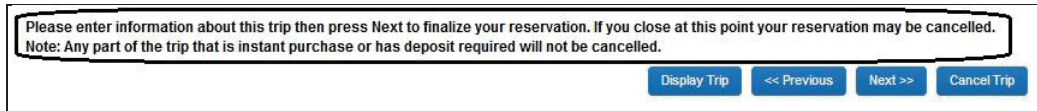
- Under **Find a Hotel** enter your **Check-in Date** and **Check-out Date**
- Find hotels near an **Airport, Address, Company Location** or **Reference Point/Zip Code**
- Click **Next** to begin your search.
- Find your preferred hotel and click **View Rooms** to see rates.
- Click **Rules and cancellation policy** to verify rate and cancellation policy before booking.
- Once confirmed click on the room rate to book.
- The **Review and Reserve Hotel** page confirms the hotel you just booked.
- When you are ready click **Reserve Hotel and Continue**.

Concur takes you to a **Travel Detail** page where you can review the details of your travel booking. At the bottom of this page you are advised by Concur that you need to continue with your booking.

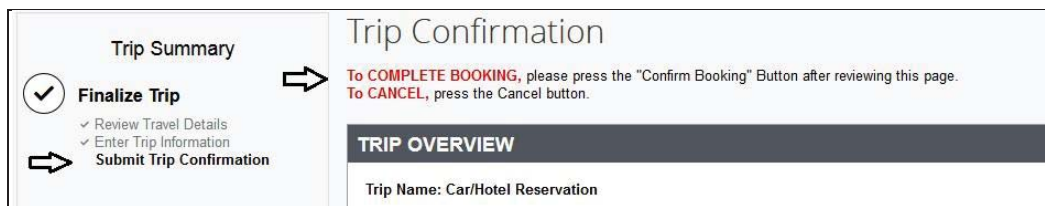


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The **Trip Booking Information** page allows you to name your trip and collects any information required by your company. At the bottom of the Trip Booking Information page you are again warned that if you do not complete the trip you risk the reservation being cancelled.



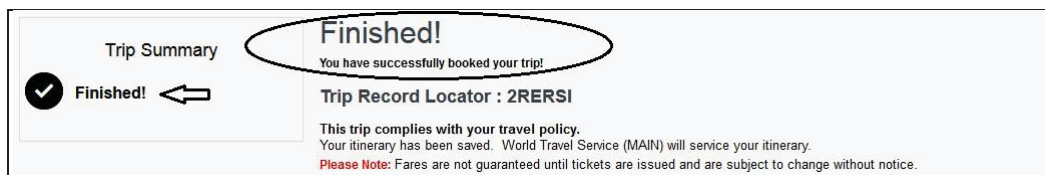
On the **Trip Confirmation** page, the **Trip Summary** advises that you have reached the point of confirming your trip.



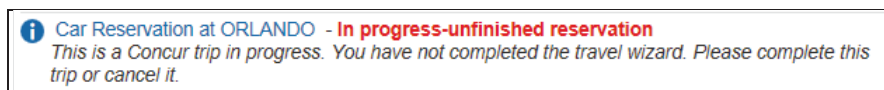
At the bottom of the **Trip Confirmation** page, click to **Confirm Booking**.



You have successfully completed your booking! You will see **Finished!** at both the top of the page and in your **Trip Summary**.



If you neglect to finish your trip then you will receive an email from Concur advising that your booking will be cancelled if not completed in the allotted time frame. When you log back into the system you will find the incomplete booking under the Alerts sections.



When booking car and hotel only reservations in Concur you need to be careful that you complete these reservations or you risk the booking being cancelled by Concur as an abandoned trip. If you did not see Finished! at the top of the final page then your reservation is not complete.