



Booking in Concur Travel

1. Complete a request. Within the request header, be sure to select **Self-Booked in Concur Travel** in the dropdown menu asking “How will you book your trip?”.
 - a. If you are needing exact quote amounts to enter into your request, use the **Trip Search** tool on the home page. Use this tool to get your quotes ONLY. Do not book from the **Trip Search** tool. You must book from a request that has already been approved.
2. Once your request has been approved, you will select the request that now has the status of **Pending On-line Booking**. In the upper-right hand corner of the request, you will click the **Book Travel** button. Below is what you will see after **Book Travel** is selected.
3. Click **Proceed to Booking**.

A screenshot of the Concur Travel interface showing a car rental itinerary. The page is titled "Your Itinerary" and includes a sidebar with request details (TEST, Start date: Tuesday, 01/02/2018, End date: Thursday, 01/04/2018, Purpose: TEST) and a "View Detail" button. The main content area is titled "TRAVEL REQUEST ITINERARY" and contains a "Car Rental" section. The rental is for a car in Starkville, Mississippi, from Tuesday, 01/02/2018 at 10:00 AM to Thursday, 01/04/2018 at 10:00 AM. The rental station is Enterprise -- 404 HIGHWAY 12 W, STARKVILLE, MS 39759. A "Proceed to booking" button is highlighted with a red circle in the bottom right corner. A checkbox labeled "Only show me this page when I need to provide extra information" is also visible.

4. Click **Next**.

Run Template

Amber Rector Brazil

Search for this car ⓘ
Pick Up: 01/02/2018 Return: 01/04/2018

Car Rental at geo coordinates
Renting from: Enterprise
Pick Up: 10:00 AM
Pick-up at: Off Airport Location (UBSW2) Starkville, Mississippi
Return: 10:00 AM
Returning to: Off Airport Location (UBSW2) Starkville, Mississippi
Car Type: Any Car Class CarBody, CarDrive CarACFuel

Cancel **Next**

5. Select the reservation you would like. Click on the blue button showing the amount of the reservation.

Trip Summary

Select a Car
Pick-up: Tue, 01/02/2018
Drop-off: Thu, 01/04/2018

Finalize Trip

Change Car Search

Car Display Filters

- Unlimited miles
- Air conditioning
- Hybrid

Car Transmission

- Automatic
- Manual

Insurance is included in contract rate for Enterprise * National * Budget. For all other rental companies you need to add CDW insurance only at the rental counter.
****DO NOT SELECT REFUEL OPTION ON ANY RENTALS****

LIVE CHAT : To Chat with an e-Commerce Specialist NOW: [Click to Chat for Support](#)

PICK UP: STARKVILLE, MISSISSIPPI (ETUBSW2) (UBS) ON TUE, JAN 2 10:00 AM
RETURN: THU, JAN 4 10:00 AM

Show as USD

Hide matrix Print / Email

All 12 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Mini Van	Full-size Van	Compact SUV	Intermediat
Enterprise	33.50	33.50	33.50	43.00	43.00	70.00	63.00	99.00	59.00	59.00
Preferred										

Sorted By: Policy - Most Compliant

Displaying: 1 out of 12 results. ⓘ



Intermediate Car - \$33.50 per day (Worldspan)
Automatic transmission
Unlimited miles, Pick-up: W of UBS
Adults: 4, Large bags: 1, Small bags: 2 (Corporate rate)

Total cost: **\$74.37**

Preferred Car Vendor for Mississippi State University / E-Receipt Enabled ⓘ Location details

Displaying: 1 out of 12 results. ⓘ

MISSISSIPPI STATE UNIVERSITY™
TRAVEL SERVICES

6. Review the information listed, and make appropriate changes as needed. Click **Reserve and Continue**.

Car Selected
Pick-up: Tue, 01/02/2018
Drop-off: Thu, 01/04/2018

Finalize Trip

REVIEW RENTAL CAR

Enterprise Car Rental

Type	Pick-up	Drop-off
Intermediate Car	Delivery	Off-Airport
Features	10:00 am Tue, 01/02/2018	10:00 am Thu, 01/04/2018

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

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ?

Driver
Name: Amber Rector Brazil **Phone:** 9999999999

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

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$33.50	Jan 02 - Jan 04	\$74.37*
Total Estimated Cost: \$74.37			
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.

[Back](#) [Reserve Car and Continue](#)



7. Review the **Travel Details** screen. You can make changes by clicking **Change** to the right of the reservation. If all details are correct, click **Next**.

Trip Summary

Finalize Trip
Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: TEST [Edit](#)
Start Date: January 02, 2018
End Date: January 04, 2018
Created: November 20, 2017, Amber Brazil (Modified: November 20, 2017)
Description: (No Description Available) [Edit](#)
Agency Record Locator: 29MDNI
Reservation for: Amber Rector Brazil
Total Estimated Cost: \$74.37 USD [Details](#)

Add to your Itinerary
 Air Car Hotel

RESERVATIONS

Tuesday, January 02, 2018

 **Enterprise Car Rental at: Columbus US (UBS)** [Change](#) | [Cancel](#)

Pick-up at: 404 HIGHWAY 12 W STARKVILLE, MS, 39759 US
Phone: (662) 323-3389

Pick Up: 10:00 AM *Tue Jan 2*
Pick-up at: [404 HIGHWAY 12 W STARKVILLE, MS, 39759 US](#)
Number of Cars: 1

Confirmation: 1831782626COUNT
Status: **Confirmed**
Rate Code: Z20K0W

Return: 10:00 AM *Thu Jan 4*
Returning to: [404 HIGHWAY 12 W STARKVILLE, MS, 39759 US](#)

Additional Details

Rate: \$33.50 USD daily rate, unlimited miles; \$33.50 USD extra daily rate, unlimited miles; \$11.06 USD extra hourly rate, unlimited miles
Total Rate: \$74.37 USD
Phone: (662) 323-3389
Corporate Discount: X255146

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning

 [Add to your Itinerary](#)

TOTAL ESTIMATED COST

Car:	\$74.37 USD
Total Estimated Cost:	\$74.37 USD

REMARKS

24 HOUR EMERGENCY SERVICE INFORMATION
*AFTER HOURS EMERGENCY 1-866-297-9293*CODE E77*
IF CALLING FROM OUTSIDE US 1-706-812-7887
**20.00 FEE PER DOMESTIC INQUIRY TO AFTER HRS SVC
**30.00 FEE PER INTL INQUIRY TO AFTER HRS SVC

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](#)



8. Enter appropriate Trip Information if desired. Click **Next**.

Trip Summary

✓ **Finalize Trip**

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

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

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](#)



10. Your booking is only completed when you see the screen below. If you do not reach the screen that says **Finished!**, then your reservations will be canceled.

Travel Trip Library Templates Tools Meeting Admin

Trip Summary

Finished!

Finished!

You have successfully booked your trip!

Trip Record Locator : 29MDNH

This trip complies with your travel policy.
Your itinerary has been saved. TL Corporate/S & K (Mississippi State University) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information
9a - 6p: 662-323-5007
6p - 9a: 662-323-5007

TRIP OVERVIEW

Trip Name: TEST
Start Date: January 02, 2018
End Date: January 04, 2018
Created: November 20, 2017, Amber Brazil (Modified: November 20, 2017)
Description: TEST
Agency Record Locator: 29MDNH
Reservation for: Amber Rector Brazil
Total Estimated Cost: \$74.37 USD

 Agency Name: TL Corporate/S & K (Mississippi State University)
Daytime Phone: 662-323-5007
Nighttime Phone: 662-323-5007

RESERVATIONS



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