



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**.

The screenshot shows the 'Your Itinerary' page in Concur Travel. On the left, a sidebar contains a 'TEST' header and details: 'Start date: Tuesday, 01/02/2018', 'End date: Thursday, 01/04/2018', and 'Purpose: TEST', with a 'View Detail' button. The main content area is titled 'Your Itinerary' and includes a red instruction: 'To Begin Booking your Itinerary, Please provide additional information below, then press the "Proceed to booking" button.' Below this is a 'TRAVEL REQUEST ITINERARY' section for a 'Car Rental'. It shows a route from 'Starkville, Mississippi' to 'Starkville, Mississippi'. The 'Pick-up' is on 'Tuesday, 01/02/2018' at '10:00 AM', and the 'Return' is on 'Thursday, 01/04/2018' at '10:00 AM'. Both have dropdown arrows. Below each date is a 'Choose a rental station' field with a dropdown arrow and a text box containing 'Enterprise -- 404 HIGHWAY 12 W, STARKVILLE, MS 39759'. At the bottom, there is a checkbox labeled 'Only show me this page when I need to provide extra information' and a blue 'Proceed to booking' button, which is circled in red.

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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 v

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 v

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
Preferred	33.50	33.50	33.50	43.00	43.00	70.00	63.00	99.00	59.00	59.00

Sorted By: Policy - Most Compliant v

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)

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


Displaying: 1 out of 12 results. ?


Total cost: **\$74.37**



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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

adr180@msstate.edu

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

No Program selected

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



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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](#)

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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



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9. Review the Submit Trip Confirmation screen. Click **Confirm Booking**.

✓

Trip Summary

Finalize Trip

✓ Review Travel Details

✓ Enter Trip Information

Submit Trip Confirmation

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: 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

Tuesday, January 02, 2018

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

Pick Up: 10:00 AM *For Jan 2*
Pick-up at: 404 HIGHWAY 12 W STARKVILLE, MS, 39759 US

Confirmation: 1831782626COUNT
Status: **Confirmed**

Number of Cars: 1

Rate Code: Z2OKW

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

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning

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

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

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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

**TRAVEL LEADERS CORPORATE**

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

RESERVATIONS



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