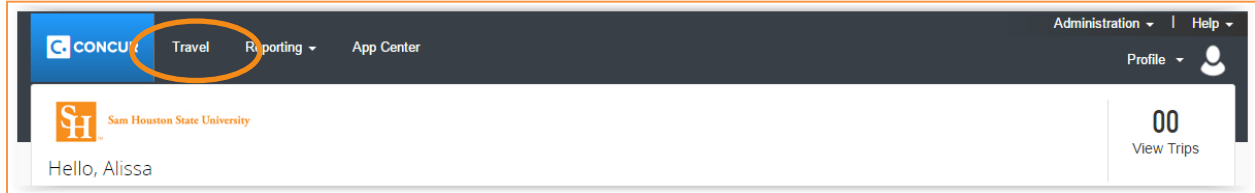


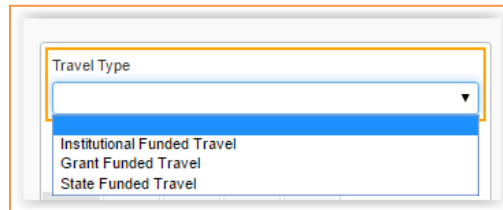
Concur Online Travel Booking Tool: Booking Car

Prior to booking travel you must complete your **Concur Travel Profile**. (See the Completing Your Profile Job Aid.)

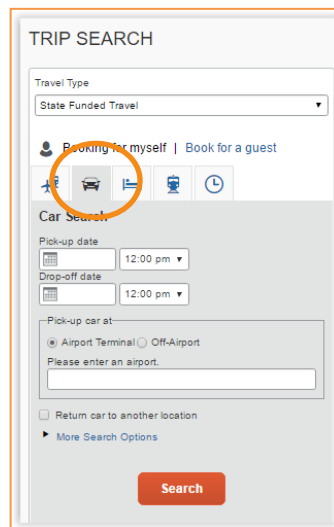
1. Log into Concur and select the **Travel** option from the top header.



2. Select your **Travel Type** from the drop down.



3. Click the tab for **Car Search**.
 - a. Select or enter the **Pick-up date** and time and **Drop-off date and time**.
 - b. The search can be done for a rental at the Airport Terminal or an Off-Airport location.
Note: If the reservation is being booked in conjunction with an air reservation, the pick-up and drop-off times will coincide with the flight arrival and departure times.



4. Select **Search**.

- Select the preferred option on the matrix. **Note:** If the matrix is not displayed, select Show matrix in the upper right hand corner of the display.

Remember to decline additional insurance when renting from University preferred vendors.



PICK UP: (SAT) ON WED, DEC 21 12:00 PM
RETURN: THU, DEC 22 12:00 PM

Print
Hide matrix

All	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car	Mini Van	Intermediate SUV	Standard!
AVIS Preferred	32.50	33.50	35.50	37.50	37.50	43.50	47.50	47.50	80.00	47.50
Enterprise Preferred	35.00	34.00	37.00	37.00	39.00	42.00	60.00	52.00	56.00	56.00
Hertz	23.26	24.22	25.15	28.97	29.92	48.28	50.84	84.62	55.00	68.87
NAVIGATOR	25.55	26.64	27.70	31.95	33.02	--	--	--	--	--
Hydrex	38.18	45.30	41.04	40.60	44.87	51.16	72.36	68.90	59.01	63.36
Thrifty	38.18	45.30	41.04	40.60	44.87	51.16	72.36	68.90	59.01	63.36
Hertz	41.31	48.75	45.31	50.00	50.00	65.90	72.49	--	66.00	68.90
ADVANTAGE	45.51	47.51	49.51	54.51	54.51	--	--	--	70.51	84.51
Enterprise	49.34	50.29	51.24	55.93	55.93	74.11	81.30	--	79.75	--

Sorted By: Policy - Most Compliant

- Each car selection that is listed in the results will have the following available.
 - Car Type and Cost
 - Transmission type, Pick-up location, Car capacity
 - Location details** link
 - Cost button

Compact Car - \$35.00 per day (Worldspan)

Automatic transmission
Unlimited miles. Pick-up: Terminal: SAT
Adults: 2, Children: 2, Large bags: 1, Small bags: 2
(Corporate rate)

Total cost*

\$53.01

Preferred Vendor for Sam Houston State University / E-Receipt Enabled
[Location details](#)

- The **Location details** link contains all the important information about the car rental location. This includes: Address, phone and operating hours.

Location Information

Enterprise

Pick-up Rental Location

Location SAN ANTONIO INTL ARPT
Address 8530 EASTERN ST
SAN ANTONIO, TX 78216
Phone 2103486806

Operating Hours

Sun 06:00 AM - 10:30 PM
Mon 05:30 AM - 10:30 PM
Tue 05:30 AM - 10:30 PM
Wed 05:30 AM - 10:30 PM
Thu 05:30 AM - 10:30 PM
Fri 05:30 AM - 10:30 PM
Sat 06:00 AM - 10:30 PM

[Close](#)

8. Click on the blue price button to select the car option.
9. Once the option is selected review the **Review and Reserve Car** page.
 - a. **Review Rental Car** – Verify the car type, dates, and location information.

Review and Reserve Car

REVIEW RENTAL CAR
Enterprise Car Rental

Type	Pick-up	Drop-off
Compact Car	Airport Terminal SAT: San Antonio	Airport Terminal SAT: San Antonio
Features	12:00 pm Wed, 12/21/2016	12:00 pm Thu, 12/22/2016

- b. **Provide Car Rental Preferences** – Enter car preferences. **Note:** Car preferences are not guaranteed.

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Include in-car GPS system

- c. **Confirm/Enter Driver Information** – Verify the **Driver** name. Add any **Car Rental Agency Program** information. (Note: This information comes from the traveler’s profile.)

ENTER DRIVER INFORMATION

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

Driver
[Edit](#) | [Review all](#)

Name: Alissa Lyn Flynn **Phone:** 210-555-1212 aflynn@ctp-travel.com ▼

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

No Program selected ▼

- d. **Review Price Summary** – Payment will be made directly to the car agency when the car is picked up.

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$35.00	Dec 21 - Dec 22	\$53.01*
Total Estimated Cost : \$53.01			
Total Due Now: \$0.00**			

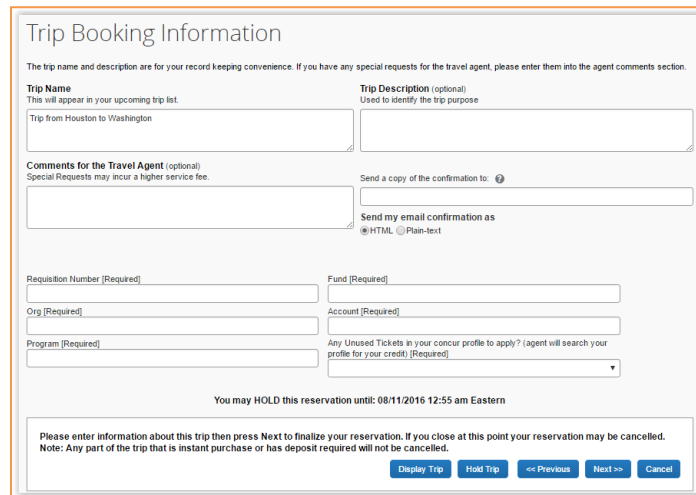
* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

- e. Select **Reserve Car and Continue**.

10. Review the **Travel Details** Page. On this page you can review what was booked and you can **Change/Cancel** what you've selected and or **add Air or Hotel** to the booking. Select **Next** to Continue.

11. **Trip Booking Information** – On this page,

- a. You are given the opportunity to customize your **Trip Name** and create a **Trip Description**.
- b. You can **Add Comments for the Travel Agent** (an additional fee will not be incurred.)
- c. **Send a copy of the confirmation** to another email address.
- d. You'll need to provide the following information specific to the trip.
 - i. **Requisition Number**
 - ii. **Fund**
 - iii. **Org**
 - iv. **Account**
 - v. **Program**
- e. You will designate whether you want to use an unused ticket (if there is one available) for this reservation.



The screenshot shows a web form titled "Trip Booking Information". At the top, it states: "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." The form contains several input fields: "Trip Name" (with a sub-note "This will appear in your upcoming trip list.") containing "Trip from Houston to Washington"; "Trip Description (optional)" (with a sub-note "Used to identify the trip purpose"); "Comments for the Travel Agent (optional)" (with a sub-note "Special Requests may incur a higher service fee."); "Send a copy of the confirmation to:" (with an email icon); "Send my email confirmation as:" (with radio buttons for "HTML" and "Plain-text"); "Requisition Number (Required)"; "Fund (Required)"; "Org (Required)"; "Account (Required)"; "Program (Required)"; and "Any Unused Tickets in your concur profile to apply? (agent will search your profile for your credit) (Required)" (with a dropdown arrow). Below the fields, it says "You may HOLD this reservation until: 08/11/2016 12:55 am Eastern". At the bottom, there is a note: "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." and a row of buttons: "Display Trip", "Hold Trip", "<< Previous", "Next >>", and "Cancel".

Note: On this page you can select **Hold Trip**. The reservation will be held for approximately 24 hours. The exact time it can be held will be displayed. This does not guarantee the fare.

12. Select **Next**.

13. The **Trip Confirmation** page is the final step. Select **Confirm Booking** to complete your reservation.