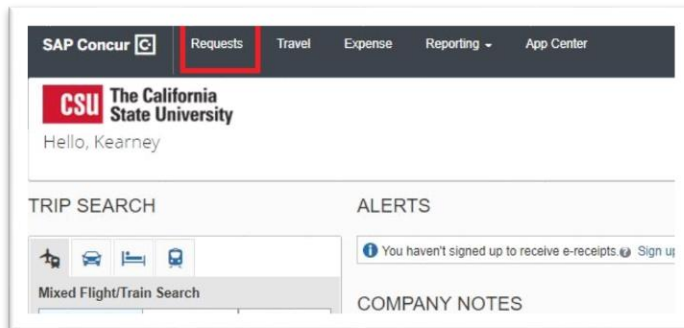
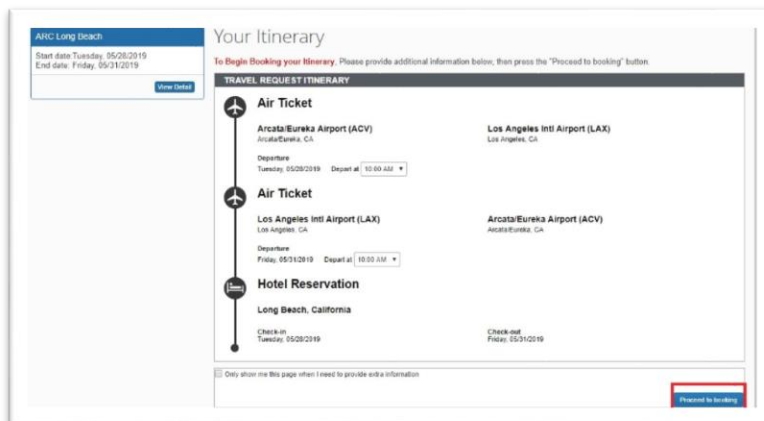
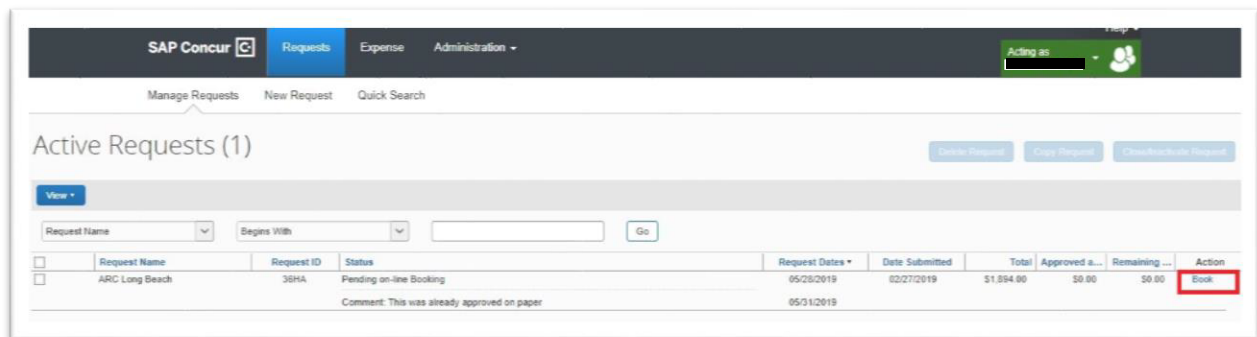


How to book travel through Concur

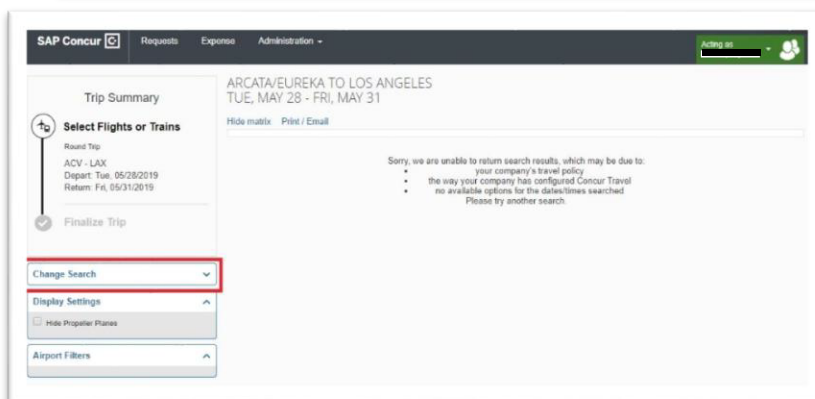
1. Do you have an approved travel request? If yes, proceed. If not, **DO NOT BOOK ANY TRAVEL**. You must complete a request prior to booking your travel. ****Please note you are unable to save during the booking process**** Log into SAP Concur and click on “Requests” in the upper left.



2. Next, click on the blue “Book” hyperlink on the right side of your request.



3. Your itinerary will show the segment(s) you had requested when creating your request.
4. Click on “Proceed to Booking” on the bottom right.



5. When booking a flight, be sure your destination is correct under the “Change Search” drop down on the left side of the screen. Update the airport you’ll fly into, then hit “Search.”

- Sort through your flights and choose your departing and returning flights. Once you have chosen your flights, Concur will show you an overview before purchasing your tickets. Scroll down and approve your selection by clicking, "Reserve Flight and Continue."
- If you have multiple segments, you will now be guided to the next segment to reserve.
- For **Rental Cars**, Check to make sure your pick-up location is correct in the lower left of your screen. If you edit the airport or city, be sure to hit "Search" again to update your choices. Once you see a car type you like, click on the amount as shown below.

Trip Summary

Select a Car
Pick-up: Tue, 03/26/2019
Drop-off: Fri, 03/29/2019

Finalize Trip

Previous Searches
Previous Searches
Load

Change Car Search
Pick-up date: 03/26/2019 10:00 am
Drop-off date: 03/29/2019 12:00 pm
Pick-up car at: ☒ Airport Terminal ☐ Off-Airport
Please enter an airport:
LAX - Los Angeles Intl Airport - Los Angeles, CA

Additional insurance purchased may not be reimbursable, refer to the CSU Travel Procedures.

PICK UP: (LAX) ON TUE, MAR 26 10:00 AM
RETURN: FRI, MAR 29 12:00 PM

Hide matrix Print / Email

All 58 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
Enterprise	196.50	196.95	206.65	207.62	310.94	310.63	470.76	604.50
Preferred	197.22	197.67	207.41	208.58	312.16	311.84	472.67	606.99
Thrifty	256.74	252.63	270.08	262.42	256.48	206.39	195.29	344.63
Hertz	221.14	222.83	208.57	222.06	370.57	342.34	404.50	360.57
Avis	225.25	230.32	239.48	240.65	319.92	1,144.34	351.58	1,750.19
Car Rental	---	---	---	---	234.45	---	---	---
Budget	320.63	240.53	328.73	325.05	458.19	343.35	484.02	---
AVIS	287.34	282.57	311.21	293.51	490.99	327.34	353.35	---

Sorted By: Policy - Most Compliant

- Click the amount again to confirm this rental choice. You will then review your rental information. Click, "Reserve Car and Continue" on the bottom of your screen.
- For **Hotels**, you can use the map or the search options on the left to find a hotel. If you click on "View Rooms" on a hotel you are interested in booking, it will provide you with the room options and prices.
- Click on the hotel room price to choose this room. This will guide you to the Review and Reserve Hotel page. Verify all of the information and check the box, "I agree to the hotel's rate rules, restrictions, and cancellation policy." Then click "Reserve Hotel and Continue" as seen below.

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

You have selected a hotel that requires a deposit. This deposit may be non-refundable.

The hotel provided the following information:

RATE CHANGES OVER DURATION OF STAY

Hotel Rate: 100 USD PER NIGHT STARTING 12DEC FOR 3 NIGHTS

☐ I agree to the hotel's rate rules, restrictions, and cancellation policy.

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

- Click "Confirm Booking" to complete the booking process.
- Please finish the booking process to keep your itinerary. You are unable to save along the way.**