

## How to Book Travel in Concur

Using Concur, you can book your travel starting from the homepage. Complete your Profile Preferences, accessed through Profile Settings in advance to booking.

### Book a Flight

**Step 1:**

To book travel, you must have a completed and approved travel request.

Home / Requests / Manage Requests

### Manage Requests

#### Request Library

<p>Sacramento Conference 04/03/2024   CQC9</p> <p><b>\$1,133.50</b></p> <p>Not Submitted</p>	<p>(NEW) Vegas BFA Conference 01/08/2024   CQ67</p> <p><b>\$1,900.50</b></p> <p>Approved</p>
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**Step 2:**

To book flights, go to the **Flight tab** in the Travel Search Section to the left of the homepage.

The screenshot shows the Concur homepage for The California State University. The 'Trip Search' section is active, with the 'Flight' tab selected. A prominent yellow warning message reads: "Don't book travel until your request is approved". Below this, there are fields for 'Mixed Flight/Train Search' including 'From' and 'To' with dropdown menus and a 'Search' button. On the right side, there are sections for 'Alerts' (with two notifications), 'Company Notes' (with a 'Welcome to Concur Travel' message and a red warning: "\*\*DON'T BOOK TRAVEL UNTIL\*\*"), and 'My Tasks' (showing '00 Open Requests').

### Step 3:

Enter your search criteria for departure and arrival. Click **Search**.

**Search**

Show More



### Step 4:

Flights will display on the results page.

You can also view the matrix that breaks down the cheapest price by airline and number of stops.


Hide matrix Print / Email

	Southwest	Alaska Airlines
All 50 results	Preferred	
Nonstop 9 results	359.76 7 results	373.20 2 results
1 stop 41 results	368.78 41 results	—

Southwest	06:00a SMF → 07:30a SAN	Nonstop	1h 30m	 <a href="#">View Fares</a>
	03:30p SAN → 05:10p SMF	Nonstop	1h 40m	
Preferred Airline for CSU / Least Cost Logical Fare				<a href="#">Show all details</a> v
Southwest	06:00a SMF → 07:30a SAN	Nonstop	1h 30m	 <a href="#">View Fares</a>
	06:30p SAN → 08:05p SMF	Nonstop	1h 35m	
Preferred Airline for CSU / Least Cost Logical Fare				<a href="#">Show all details</a> v

### Step 5:

Select your flight fare and continue.

Nonstop	1h 30m	 <a href="#">View Fares</a>
Nonstop	1h 35m	
<a href="#">Show all details</a> v		

**Step 6:**

Confirm the flight information.

**Flights are charged directly to the University.**

Reserving at this point may incur charges under your name.

If all looks correct, click **Reserve Flight and Continue**

**Review and Reserve Flight**

**Review Flights**

<b>DEPART</b> ✕ Mon, Apr 1 – Sacramento, CA to San Diego, CA <span style="float:right">Hide details ^</span>				
Mon, Apr 1	06:00a SMF → 07:30a SAN	1h 30m	Southwest 4210	Boeing 737-700 (winglets)
<b>RETURN</b> ✕ Tue, Apr 2 – San Diego, CA to Sacramento, CA <span style="float:right">Hide details ^</span>				
Tue, Apr 2	03:30p SAN → 05:10p SMF	1h 40m	Southwest 3025	Boeing 737-800 (winglets)

**Method of payment**

This purchase will be charged to your company directly.

**⚠ This is a Non-Refundable Ticket**

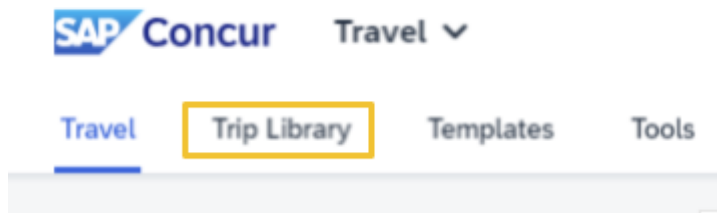
Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

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

**Step 7:**

Your flight reservation will now appear in the **Trip Library** tab of the travel page.



## Book a Rental Car

### Step 1:

To book a rental car, head to the **Car tab** under the Travel Search section on the Concur homepage

**Trip Search**

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**Car Search**

Pick-up date

Drop-off date

### Step 2:

Enter your search criteria such as where you will be picking up and dropping off the car, as well as the dates you need.

When completed, click **Search**.

**Car Search**

Pick-up date

Drop-off date

Pick-up car at  
 Airport Terminal  Off-Airport  
 Please enter an airport.

Return car to another location

More Search Options

Car Type (Select up to 3)

Smoking

Preferred  
 Enterprise  
 National

Car Vendors  
 Any Vendor  
 Alamo\*  
 Avis\*  
 Budget\*

Your company preferred vendors will be included in the search with your preferences.

\*Indicates major vendor.

**Search**

### Step 3:

Vehicles can be selected from the results list.

The matrix at the top will also list by vehicle type and carrier.

**Pick up: (SAN) on Thu, May 2 12:00 PM** Show as USD ▼  
**Return: Mon, May 6 09:45 AM**

[Hide matrix](#) [Print / Email](#)

All 20 results	Compact	Intermediate	Standard	Full-size	Mini	Premium
Enterprise Most Preferred	225.35	226.96	238.02	241.52	358.66	442.77
National Most Preferred	225.35	226.96	238.02	241.52	358.66	442.77

Sorted By: Policy - Most Compliant ▼

Displaying: 4 out of 18 results. ⓘ

**Intermediate Car - \$37.49 per day (Worldspan)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 4, Large bags: 1, Small bags: 2 ⓘ  
 (Corporate rate) Total cost ⓘ  
\$226.96

[Most Preferred Car Vendor for CSU / E-Receipt Enabled ⓘ](#) [Location details](#)

**Intermediate Car - \$37.49 per day (Worldspan)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 4, Large bags: 1, Small bags: 2 ⓘ  
 (Corporate rate) Total cost ⓘ  
\$226.96

### Step 4:

Choose your vehicle by clicking on the pricing to the right.

[Most Preferred Car Vendor for CSU / E-Receipt Enabled ⓘ](#) [Location details](#)

**Intermediate Car - \$37.49 per day (Worldspan)**  
 Automatic transmission  
 Unlimited miles, Pick-up: Terminal: SAN  
 Adults: 4, Large bags: 1, Small bags: 2 ⓘ  
 (Corporate rate) Total cost ⓘ  
\$226.96

### Step 5:

Confirm the reservation and payment details.

#### Trip Summary

- Car Selected**  
 Pick-up: Thu, 05/02/2024  
 Drop-off: Mon, 05/06/2024
- Finalize Trip**

## Review and Reserve Car

### Review Rental Car

#### Enterprise Car Rental

Type	Pick-up	Drop-off
Intermediate Car	Airport Terminal SAN: San Diego	Airport Terminal SAN: San Diego
Features	12:00 pm Thu, 05/02/2024	09:45 am Mon, 05/06/2024

### Provide Rental Car Preferences

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

Comments (30 character max)

### Enter Driver Information

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

**Driver**  
 Name: Deja Renee Harry Phone: (916) 896-8010 Email: dharry@sdsu.edu ▼

**Rental Car Agency Program** [Add a Program](#)  
 No Program selected ▼

### Step 5:

To book, click **Reserve Car and Continue**.

This will take you to a finalization page with your confirmation details.

### Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$37.49	May 02 - May 06	\$226.96*
<b>Total Estimated Cost: \$226.96</b>			
<b>Total Due Now: \$0.00**</b>			

\* 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

### Step 7:

Once completed, your car rental reservation will appear in the **Trip Library** tab on the Travel page.

SAP Concur Travel

Travel

Trip Library

Templates

Tools

## Book a Hotel

### Step 1:

To book a hotel through Concur, ensure that your profile contains a **Credit Card** entry.

If you have an **ATC**, enter it here. If not, you may enter your personal card but be aware your card is liable for any hold and/or cancellation charges.

Card Type	E-Receipt Enabled	Display Name	Sponsored Card	Credit Card Number	Expiration Date	Default	Update/Delete
VISA		Deja's Credit Card					<a href="#">✎</a> <a href="#">🗑️</a>

Save

### Step 2:

On the Concur homepage, go to the **Hotel** tab on the Travel Search section.

**Trip Search**

Hotel Search

Check-in Date: 05/06/2024 | Check-out Date: 05/07/2024

Search within 5 miles from

Airport |  Address

Company Location |  Reference Point / Zip Code

Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')  
95814

Only show results containing:  
hyatt

Search

### Step 3:

Enter your search criteria for your stay.

You can filter by area and keywords.

Once complete, click **Search**.

**Hotel Search**

Check-in Date: 05/06/2024 | Check-out Date: 05/07/2024

Search within 5 miles from

Airport |  Address

Company Location |  Reference Point / Zip Code

Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')  
95814

Only show results containing:  
hyatt

Search

### Step 4:

Your hotel results will populate. You can further narrow down the search by moving the map or altering the search on the left.

**Trip Summary**

Select a Hotel

Nights: 1  
Sacramento, CA 95814, USA  
Check-in: Mon, 05/06/2024  
Check-out: Tue, 05/07/2024

Finalize Trip

Change Search

Check-in Date: 05/06/2024 | Check-out Date: 05/07/2024

Search within 5 miles from  
 Airport |  Address  
 Company Location |  Reference Point / Zip Code

Reference Point / Zip Code  
 (e.g. Statue of Liberty, 90229 or Alexandria, VA)  
 95814

Only show results containing:  
 hyatt

Search

Price

Display Settings

Hide Sold Out

Property Brand

Certain hotels may offer government/preferred member rates which do not apply to all. CSU employees may use **State Government** rates. Additional verification may be required in order to receive the discounted/preferred rate shown.

**Check-in Mon, May 6 - Check-out Tue, May 7** Show as: AFN

Hide Map | Print / Email | Company Preferred Accommodation

Map showing Sacramento, CA area with hotel locations marked.

hyatt | Sorted By: Preference | Displaying: 9 out of 69 results.

**1. Hyatt Regency Sacramento**  
 1209 L St, Sacramento, CA 95814 | Map it | View Rooms  
 @0.18 miles ★★★★★

### Step 5:

Choose the hotel and nightly rate. You can see more details by clicking the photo icon OR **“hotel details”**.

Rates that have a **“!”** symbol next to them are rates that do not comply with CSU Travel Policy.

**7. Hyatt Centric Downtown Sacramento**  
 1122 7th Street, Sacramento, CA 95814 | Map it | \$145  
 @0.27 miles ★★★★★ | Hide Rooms

Hotel details

**Room Options**

Room Option	Status	Price
hours before checkin (Worldspan) Rules and cancellation policy	✓	\$145
Government Rate 1 King Ada Tub Enjoy Ample Space In This Ada-friendly Please cancel 48 hours before checkin (Worldspan) Rules and cancellation policy	✓	\$145
Government Rate 1 King Ada Shr Enjoy Ample Space In This Ada-friendly Please cancel 48 hours before checkin (Worldspan) Rules and cancellation policy	✓	\$145
Govt Contractors 1 King Bed Enjoy Plenty Of Work Space In This King Please cancel 48 hours before checkin (Worldspan) Rules and cancellation policy	! (Warning)	\$278
Govt Contractors 2 Queen Beds Enjoy Plenty Of Space In This Two Bedded Please cancel 48 hours before checkin (Worldspan) Rules and cancellation policy	! (Warning)	\$278
Govt Contractors 1 King Ada Tub Enjoy Ample Space In This Ada-friendly Please cancel 48 hours before checkin (Worldspan)	! (Warning)	\$278



### Step 6:

Once you've selected your rate, On the Review and Reserve page, you can view the itinerary and payment method.

Select from the cards in the dropdown or click **Add a Credit Card.**

### Review and Reserve Hotel

#### Review Hotel Room

##### Hyatt Centric Downtown Sacramento

Government Rate 1 King Bed Enjoy Plenty Of Work Space In This King Please cancel 48 hours before checkin  
1 Night | 1 Guest\*

Check-in	Check-out	Address	Phone
Monday, May 06, 2024	Tuesday, May 07, 2024	1122 7th Street Sacramento, California 95814 United States	916-371-7000

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler reservation for hotel check-in.

#### Provide Hotel Room Preferences

### Select a method of payment

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined.  [Add credit card](#)

\* Indicates credit card is a company card

### Step 7:

Click to agree to the Rules and Cancellation Policy and then click, **Reserve Hotel and Continue.**

### Accept Rate Details and Cancellation Policy

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

#### Hyatt Centric Downtown Sacramento

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

48HRS PRIOR OR 1 NIGHT FEE- CREDIT CARD REQ

GOVERNMENT RATE 1 KING BED

ENJOY PLENTY OF WORK SPACE IN THIS KING

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

[Back](#)

[Reserve Hotel and Continue](#)

**Step 8:**

**Travel Details** will now display. At this point, you may add a car or another hotel to the booking.

You will also be able to see your **Confirmation #**

**Travel Details**

Please review your travel itinerary below. After reviewing, please move to the bottom of the page, click "NEXT" to continue the reservation process.

**Important:** If you are making a **NEW** reservation or **CHANGING** an existing one, be sure to complete your booking by following the instructions found at the bottom of the page. The reservation is not fully completed until you see "You have successfully booked your trip" at the top of the page

**Trip Overview**

I want to...  
[Edit Itinerary](#) [Cancel Itinerary](#)

**Trip Name:** Hotel Reservation at SACRAMENTO, CA 95814  
**USA** [View Map](#)

**Start Date:** May 06, 2024  
**End Date:** May 07, 2024  
**Created:** March 22, 2024, Deja Henry (Modified: March 22, 2024)  
**Description:** (No Description Available) [View](#)  
**Agency Record Location:** MEC23C  
**Reservation Ref:** Deja Henry  
**Total Estimated Cost:** \$145.00 USD [View](#)

**Add to your itinerary**

Car  Hotel

Booked outside Concur? [Enter your trip manually](#) or [connect with Tug](#)

**Reservations**

Monday, May 06, 2024

**Hyatt Centric Downtown Sacramento** [Change](#) | [Cancel](#)

1122 7th Street  
 Sacramento, California, 95814

**Reservations**

Monday, May 06, 2024

**Hyatt Centric Downtown Sacramento** [Change](#) | [Cancel](#)

1122 7th Street  
 Sacramento, California, 95814  
 US  
 916-371-7000

**Checking In:** Mon May 6 16:00  
 Room: 1, Days: 1, Guests: 1

**Checking Out:** Tue May 7 12:00

**Confirmation:** HY006629052 SHYS  
 Status: Confirmed

**Additional Information**  
 Daily Rate: \$145.00 USD  
 Total Rate: \$145.00 USD

**Room Details**  
 Room Description: RoomDescriptionCodeKINGDWS

**Cancellation Policy**  
 Cancellation Fees: 499.00  
 48hrs Prior Or: 1 Night Free Credit Card Req.

[Add to your itinerary](#)

**Step 9:**

View your estimated cost. If all looks correct, click **Next** to continue

**Total Estimated Cost**

<b>Hotel:</b>	\$145.00 USD
<b>Total Estimated Cost:</b>	\$145.00 USD

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](#)

Click **Next** to continue.