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.

**Step 2:**
To book flights, go to the **Flight tab** in the Travel Search Section to the left of the homepage.
Step 3:
Enter your search criteria for departure and arrival. Click **Search**.

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<th>Step 4:</th>
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<tr>
<td>Flights will display on the results page.</td>
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<td>You can also view the matrix that breaks down the cheapest price by airline and number of stops.</td>
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<th>Step 5:</th>
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<td>Select your flight fare and continue.</td>
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**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

**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.

**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**.
**Step 3:**
Vehicles can be selected from the results list.
The matrix at the top will also list by vehicle type and carrier.

**Step 4:**
Choose your vehicle by clicking on the pricing to the right.

**Step 5:**
Confirm the reservation and payment details.
**Step 5:**

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

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

**Step 7:**

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

![Credit Card Entry](image)

### Step 2:

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

![Hotel Search](image)

### Step 3:

Enter your search criteria for your stay.

You can filter by area and keywords.

Once complete, click **Search**.

![Search](image)
**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.

**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.
**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**.

**Step 7:**
Click to agree to the Rules and Cancellation Policy and then click, **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 #**.

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**Step 9:**

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