

SAP Concur Getting Started QuickStart Guide



SAP Concur
Technologies
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- Travel & Expense
- Invoice
- Expense
- Travel
- Request
- Risk Messaging
- SAP Concur for Mobile

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601 108th Avenue, NE, Suite 1000
Bellevue, WA 98004

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Welcome to SAP Concur

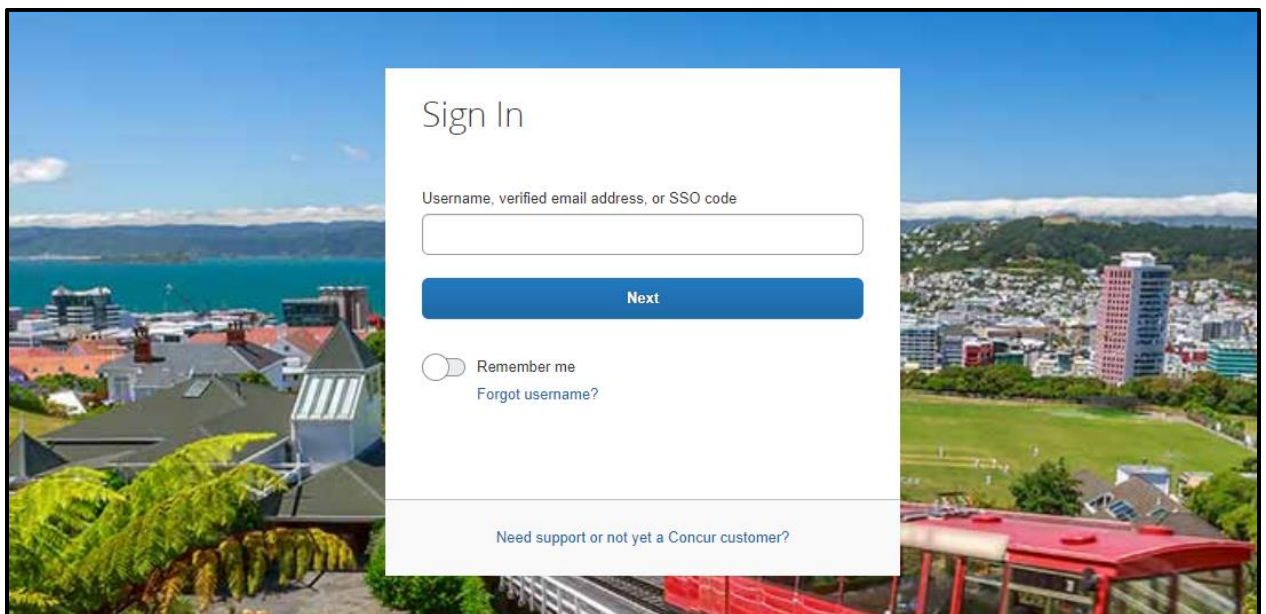
SAP Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools you need to book travel as well as create and submit expense reports.

Signing In to SAP Concur

1. To sign in to SAP Concur, on the **Sign In** screen, enter your **Username**, and then select **Next**.

If you have forgotten your username, select the **Forgot username?** link.

You can slide the **Remember me** toggle button to store your password, so that you don't have to enter it the next time you sign in to SAP Concur from this device.



2. Enter your **Password**.

If this is your initial log in to SAP Concur, enter the temporary password that was provided to you.

SAP Concur recommends utilizing best practices for password security and to avoid account misuse. For security recommendations: [SAP Concur Security Recommendations | SAP Help Portal](#).

If you have forgotten your password, select the **Forgot password?** link.

3. Select **Sign In**.

Notes:

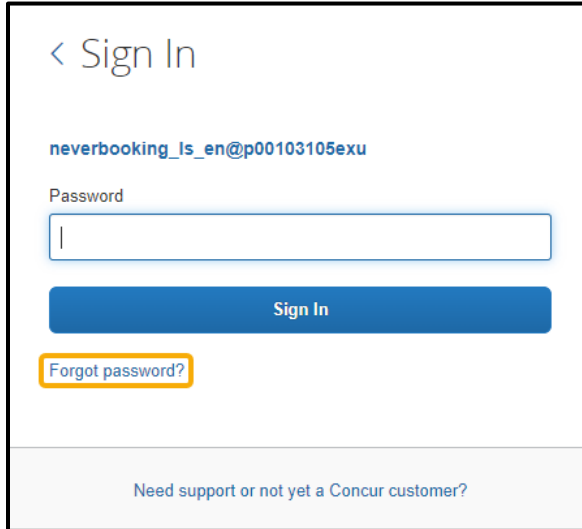
- Log on to SAP Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator.

Retrieving and Changing your Password

Depending on your company's configuration, you can reset your password if you forget it.

To Retrieve Your Password:

1. On the **Sign In** screen, enter your username, and then select the **Forgot password?** link.



< Sign In

neverbooking_ls_en@p00103105exu

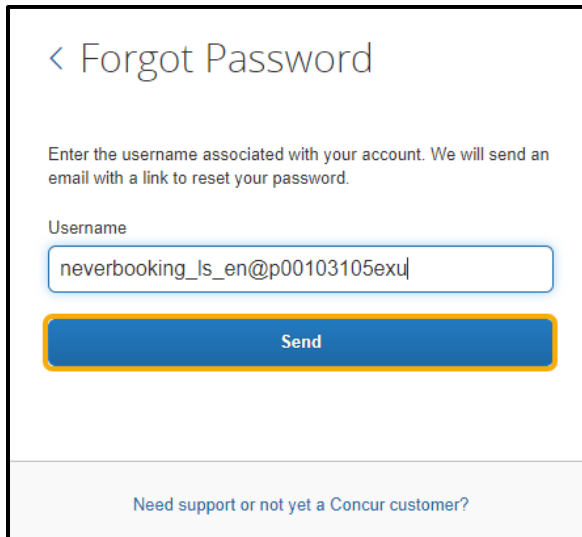
Password

Sign In

Forgot password?

Need support or not yet a Concur customer?

2. Enter the username associated with your account, and then select **Send**.



< Forgot Password

Enter the username associated with your account. We will send an email with a link to reset your password.

Username

neverbooking_ls_en@p00103105exu

Send

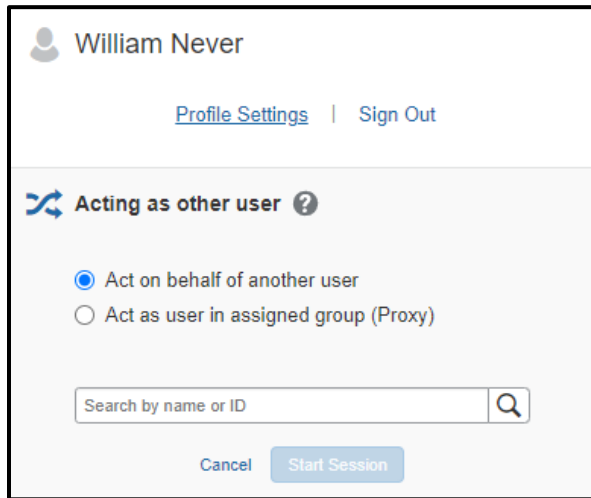
Need support or not yet a Concur customer?

A temporary password will be sent to your email address with a link to reset your password.

3. After you reset your password, select **Return to Sign In**, enter the new password that you set, and then select **Sign In**.

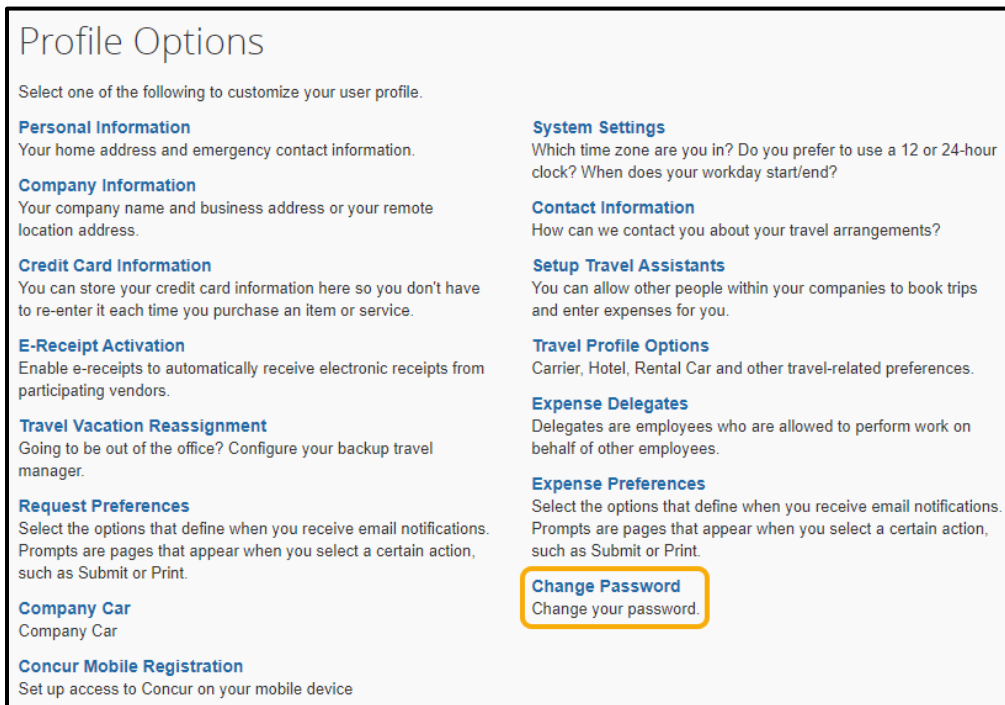
To Change Your Password:

1. After you log in, in the upper right corner of the page, select **Profile**, and then select **Profile Settings**.



The screenshot shows a user profile dropdown menu for 'William Never'. At the top, there is a user icon and the name 'William Never'. Below this, there are two links: 'Profile Settings' and 'Sign Out'. A horizontal line separates this from the 'Acting as other user' section, which is indicated by a double arrow icon and a question mark. This section contains two radio button options: 'Act on behalf of another user' (which is selected) and 'Act as user in assigned group (Proxy)'. Below the radio buttons is a search bar with the placeholder text 'Search by name or ID' and a magnifying glass icon. At the bottom of the menu are two buttons: 'Cancel' and 'Start Session'.

2. On the **Profile Options** page, select **Change Password**.




The screenshot shows the 'Profile Options' page. At the top, the title 'Profile Options' is displayed. Below the title, a subtitle reads: 'Select one of the following to customize your user profile.' The page is organized into two columns of settings, each with a title and a brief description. The left column includes: 'Personal Information' (Your home address and emergency contact information.), 'Company Information' (Your company name and business address or your remote location address.), 'Credit Card Information' (You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.), 'E-Receipt Activation' (Enable e-receipts to automatically receive electronic receipts from participating vendors.), 'Travel Vacation Reassignment' (Going to be out of the office? Configure your backup travel manager.), 'Request Preferences' (Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.), 'Company Car' (Company Car), and 'Concur Mobile Registration' (Set up access to Concur on your mobile device). The right column includes: 'System Settings' (Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?), 'Contact Information' (How can we contact you about your travel arrangements?), 'Setup Travel Assistants' (You can allow other people within your companies to book trips and enter expenses for you.), 'Travel Profile Options' (Carrier, Hotel, Rental Car and other travel-related preferences.), 'Expense Delegates' (Delegates are employees who are allowed to perform work on behalf of other employees.), and 'Expense Preferences' (Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.). At the bottom of the right column, the 'Change Password' option is highlighted with a yellow border, with the text 'Change your password.' below it.

3. Enter and confirm your new password.

Change Password

A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. *All fields are required.*

Note: Passwords are case sensitive.

 This will change your password for all Concur products.

Old Password	New Password	Re-enter New Password
<input type="password"/>	<input type="password"/>	<input type="password"/>

Note: Your password must be at least seven characters with at least one number and one letter.

Exploring the SAP Concur Home Page

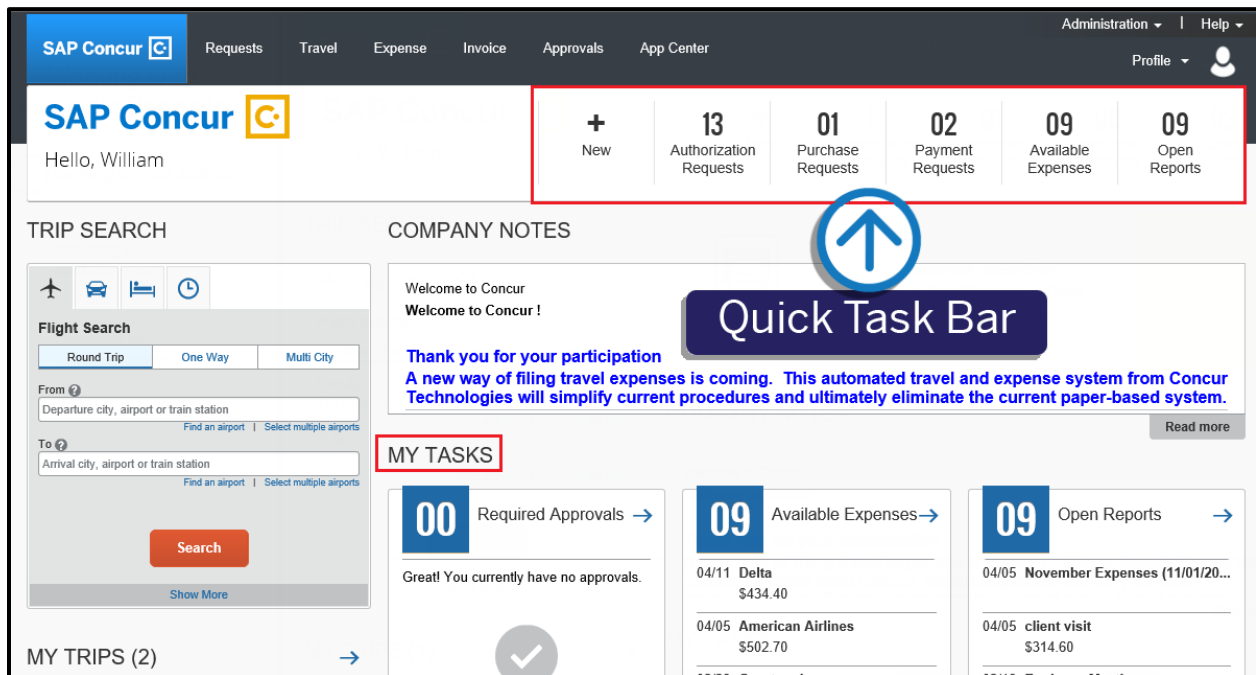
The SAP Concur home page contains the following sections.

Note: To return to the SAP Concur home page from any other page, select the SAP Concur logo on the top left of the screen.

Concur Expense

If your company uses Concur Expense only, you will see these sections.

Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: <ul style="list-style-type: none">Start a new report, request, cash advance, payment request, etc.Open reports and requestsManage available expenses
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



Concur Expense and Concur Travel

If your company uses Concur Expense *and* ConcurTravel, you will see these sections.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of the following: Flight: Use to book a flight. You can also book hotel and reserve a car at the same time. Car, Hotel, Limo, or Rail: Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (Flight tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists Required Approvals , Available Expenses , and Open Reports .

The screenshot displays the SAP Concur web application interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice, Approvals, and App Center. The main header area shows the SAP Concur logo and several summary cards: New (+), Authorization Requests (22), Purchase Requests (01), Invoices (11), Available Expenses (06), and Open Reports (25). Below this, the interface is divided into several sections:

- TRIP SEARCH:** Contains a Flight Search form with tabs for Round Trip, One Way, and Multi City. It includes fields for From (Departure city, airport or train station) and To (Arrival city, airport or train station), both with "Find an airport" and "Select multiple airports" links. A Search button and a Show More link are also present.
- COMPANY NOTES:** Displays a message: "New Preferred Car Rental Agency. Details go here."
- MY TASKS:** Contains three main task cards:
 - 00 Required Approvals:** Shows "Great! You currently have no approvals." with a checkmark icon.
 - 06 Available Expenses:** Lists expenses with dates and amounts:
 - 08/02 The Cafe 003Vanc CAD 83.42
 - 08/22 UberX \$24.00
 - 02/20 Lyft \$24.00
 - 11/19 AVIS Rent-A-Car \$103.00
 - 11/16 Staples \$68.23
 - 25 Open Reports:** Lists reports with dates and amounts:
 - 09/29 November Expenses (11/01/20... \$258.31
 - 09/28 October Expenses (10/01/2021) \$700.12
 - 08/23 Sales Meeting
 - 08/13 Trip to Seattle \$34.00
 - 06/22 Sales Meeting \$2,208.19
- MY TRIPS (0):** Shows "You currently have no upcoming trips."

Updating Your Expense Profile

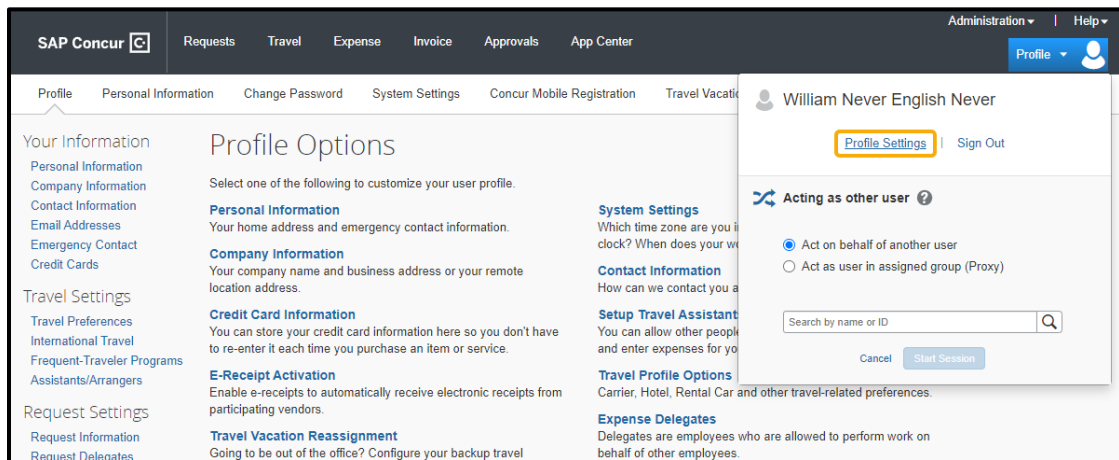
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes.

Note: Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

- **Your Information** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Travel Settings** - Enter travel preferences, add international travel information, and your Frequent-Traveler programs. You can also add your travel assistants and arrangers.
- **Request Settings** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Expense Settings** - Enter expense preferences, add bank information and company card information. You can also enter expense delegates and approvers.
- **Invoice Settings** – Enter invoice preferences, add invoice delegates and approvers.
- **Other Settings** – Provides settings such as E-Receipts Activation and Concur Mobile Registration that you can set or update.

To Access your Profile Page:

1. Select **Profile > Profile Settings**.



2. On the **Profile Options** page, review your information, and select the appropriate links to update your profile information.

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Request Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Company Car
Company Car

Concur Mobile Registration
Set up access to Concur on your mobile device

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password
Change your password.

Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

To Work as a Delegate:

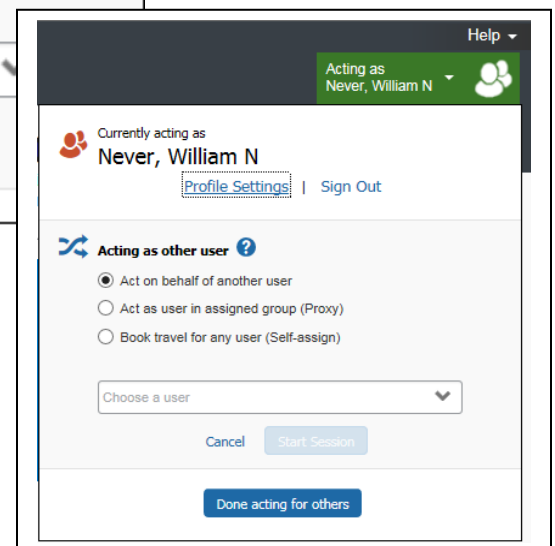
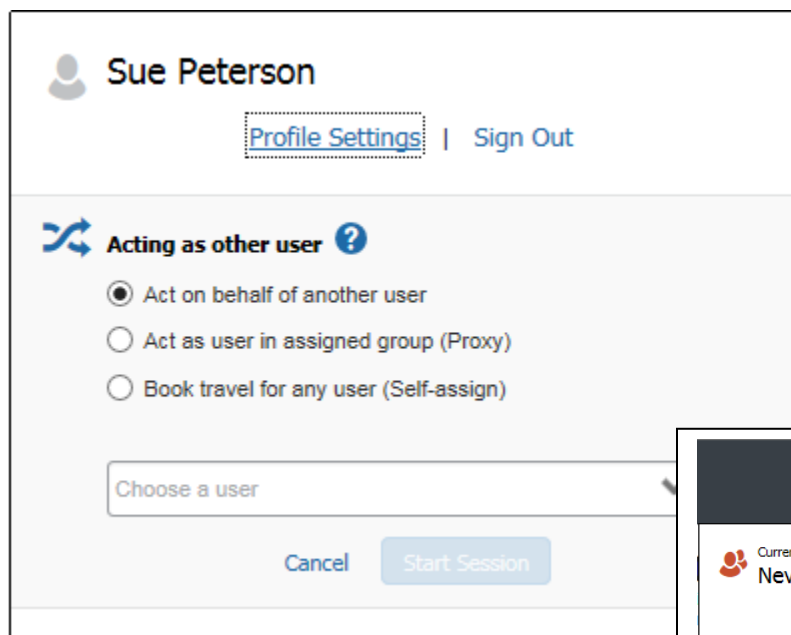
1. Select **Profile**, and then verify that the **Act on behalf of another user** option is selected.
2. Search for and select the appropriate user's name.
3. Select **Start Session**.

Note: The **Profile** menu now displays **Acting as** and shows the name you just selected.




You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.



4. To select a different user, follow the same steps as above but select a different name.
5. To return to your own tasks, select **Acting as**, and then select **Done acting for others**.

Note: The **Profile** menu now appears.



Flight Reservations

From the SAP Concur home page, use the Flight  tab to book a flight by itself or with car rental and/or hotel reservations. To book car and hotel reservations *without* a flight, use the Hotel  and Car  Search tabs, respectively.

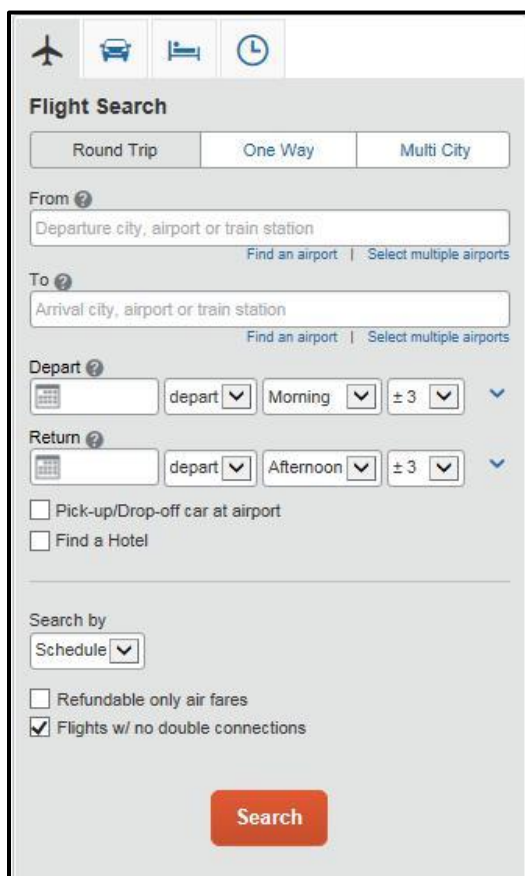
Note: If your company is configured to use rail, then the Flight  tab may show Air/Rail .

You can access the Flight  (or Air/Rail ) tab on the left side of the SAP Concur home page.

To Search for a Flight:

1. On the SAP Concur home page, on the **Flight** tab, select one of the following options:
 - Round Trip
 - One Way
 - Multi City

If you have a car, hotel, limo or rail to book without airfare, use the corresponding tabs.



The screenshot shows the 'Flight Search' form in SAP Concur. At the top, there are four tabs: Flight (selected), Car, Hotel, and Clock. Below the tabs, the 'Flight Search' section contains three radio buttons for 'Round Trip', 'One Way', and 'Multi City'. The 'From' field is labeled 'Departure city, airport or train station' and has a 'Find an airport' link and a 'Select multiple airports' link. The 'To' field is labeled 'Arrival city, airport or train station' and also has 'Find an airport' and 'Select multiple airports' links. Below these are 'Depart' and 'Return' sections, each with a date picker, a 'depart' dropdown, a time dropdown (Morning for Depart, Afternoon for Return), and a '± 3' dropdown. There are also checkboxes for 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. At the bottom, there is a 'Search by' dropdown set to 'Schedule', and checkboxes for 'Refundable only air fares' and 'Flights w/ no double connections' (which is checked). A red 'Search' button is at the bottom right.

2. In the **From** and **To** fields, enter the cities for your travel.

Note: When you type in a city, airport name, or code, Travel will automatically search for a match.

3. Select the **Depart** and **Return** date fields, and then select the appropriate dates from the calendar.
4. Select **depart** or **arrive**, the time of day you want to fly, and time range from the dropdown arrows.

Note: Travel will automatically search before and after the time you select.

5. If you need a car, select the **Pick-up/Drop-off car at airport** check box.

Note: Depending on your company's configuration, you can automatically reserve a car, which allows you to bypass viewing the car results. After you select a vendor and car type, a car is automatically added to your reservation.

6. If you need a hotel, select the **Find a Hotel** check box. You can choose to search for the hotel by the number of miles you specify from the following:
 - Airport
 - Address
 - Company Location
 - Reference Point / Zip Code (a city or neighborhood)
7. Select **Schedule** or **Price** from the **Search by** dropdown arrow.
8. To search only fully refundable fares, select the **Refundable only air fares** check box.
9. If you do not want a flight with a double connection, select the **Flights w/ no double connections** check box.
10. Select **Search**.

To Make the Reservation:

1. Review the search results and select the most appropriate option for your flight.
2. To filter the results, select a column, row, or cell in the airline grid at the top of the results screen or use the sliding scales on the left. You can easily switch between the **Shop by Fares** tab and the **Shop by Schedule** tab.
 - If you selected **Price** on the previous page, then the **Shop by Fares** tab is initially active.
 - If you selected **Schedule** on the previous page, then the **Shop by Schedule** tab is initially active
3. To select your flight, do one of the following:
 - On the **Shop by Fares** tab, select **View Fares** and then select the fare amount to reserve the flight.

Shop by Fares | Shop by Schedule

Flight Number Search Sorted By: Price - Low to High

Displaying: 170 out of 170 results. Previous | Page: 1 of 17 | Next | All

Alaska Airlines

08:00a SEA → 10:45a LAX Nonstop 2h 45m \$217.20

04:30p LAX → 07:28p SEA Nonstop 2h 58m

[Hide Fares](#)

[Hide all details](#)

DEPART ✈ Mon, Oct 24 – Seattle, WA to Los Angeles, CA [Flight details](#)

RETURN ✈ Thu, Oct 27 – Los Angeles, CA to Seattle, WA [Flight details](#)

Fare Options	Free Checked Bags	Refundable		
Saver (X) Rules Benefits/Services	0	No	✓	\$217.20
Main (Q) Rules Benefits/Services	0	No	✓	\$277.20

- On the **Shop by Schedule** tab, select **Select** for the appropriate flight options.

Shop by Fares | Shop by Schedule

Depart | Return

Seattle, WA - Mon, Oct 24

Flight Number Search Sorted By: Depart - Earliest

Displaying: 76 out of 76 results. Previous | Page: 1 of 8 | Next | All

Delta

06:00a SEA → 08:38a LAX Nonstop Economy

[Select](#)

2h 38m / Delta 343 - [View seats](#)
Boeing 737-800 (Worldspan)

- Select the **Show all details** link to review detailed flight information.
Note: The option to select your set will vary by airfare provider. If available, select the **View seats** link to choose and available seat from the **Seat Map**.
- Add or choose a different frequent flier program if applicable.
Note: If you have added a frequent flier program to your profile, Concur Travel will automatically add it to your reservation during the booking process.

Trip Summary

Flights Selected

Round Trip

SEA - DFW

Depart: Mon, 07/24/2017

Return: Fri, 07/28/2017

Select a Car

Pick-up: Mon, 07/24/2017

Drop-off: Fri, 07/28/2017

Select a Hotel

Nights: 4

Dallas, TX

Check-in: Mon, 07/24/2017

Check-out: Fri, 07/28/2017

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART

Mon, Jul 24 - Seattle, WA to Dallas, TX

Mon, Jul 24

06:05a SEA → 12:09p DFW

4h 04m

American Airlines 1332

Boeing 737-900

RETURN

Fri, Jul 28 - Dallas, TX to Seattle, WA

Fri, Jul 28

04:55p DFW → 07:07p SEA

4h 12m

American Airlines 1220

32B

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [Edit](#)

Primary Traveler

Name: William Nate Never

Phone: 1 425 590 4867

sues_R...@p0010310Bcu

Frequent Flyer Programs

Add a Program

For American Airlines

No Program selected

SEAT ASSIGNMENT

Seats will be automatically selected based on your profile preferences and can be changed on the Travel Details pages or any time after booking is complete. [View seatmap](#)

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$442.79	\$61.61	\$554.40
Total Estimated Cost:		\$904.40	
Total Due Now:		\$904.40	

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

6. Select **Reserve Flight and Continue**.


Car Reservations

If you requested a car on the **Flight** (or **Air/Rail**) tab, the rental car search results appear.

To Select a Rental Car:

- If you selected **Pick Up/Drop off car at airport** on the **Flight** tab, you will see the results for the car search.
- If you selected **Automatically reserve this car**, Concur Travel will add your car and then display your hotel results.

– Or –

- Select the **Car**  tab on the left side of the SAP Concur home page, and then select your **Pick-up** and **Drop-off** dates and time, and then select **Search**.

1. Select the **Total cost** button next to the appropriate rental car.

Note: You can filter the preferences on the left to narrow your rental car search results.



CONCUR | Requests | **Travel** | Expense | Invoice | Approvals | App Center | Administration | Help | Profile |

Travel | Trip Library | Templates | Tools

Trip Summary
 Select a Car
 Pick-up: Mon, 01/23/2017
 Drop-off: Tue, 01/31/2017
 Finalize Trip

Change Car Search

Car Display Filters

- ☐ Unlimited miles
- ☐ Air conditioning
- ☐ Hybrid
- Car Transmission**
 - ☐ Automatic
 - ☐ Manual

PICK UP: (DFW) ON MON, JAN 23 12:00 PM
 RETURN: TUE, JAN 31 12:00 PM
 Show as USD

Hide matrix | Print

All	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car
52 results							
AVIS							
Most Preferred	42.86	43.00	45.14	52.14	53.86	71.29	88.00
Enterprise	20.55	20.55	20.85	21.15	21.15	57.00	67.86
Enterprise	35.48	35.33	35.33	--	--	--	--
Hertz	42.29	42.57	45.00	51.86	53.86	71.95	86.14
Enterprise	43.05	43.19	--	--	--	--	--

Sorted By: Policy - Most Compliant

Displaying: 7 out of 32 results.

AVIS **Economy Car - \$42.86 per day (Worldspan)**

Automatic transmission
 Unlimited miles, Pick-up: Terminal: DFW
 Adults: 2, Children: 2, Large bags: 1, Small bags: 1
 \$300.00 weekly rate

Total cost*
\$518.34

Most Preferred Car Vendor for Learning Services Demo / E-Receipt Enabled | Location details

AVIS **Compact Car - \$43.00 per day (Worldspan)**

Automatic transmission
 Unlimited miles, Pick-up: Terminal: DFW
 Adults: 2, Children: 2, Large bags: 1, Small bags: 2
 \$301.00 weekly rate


Total cost*
\$519.80

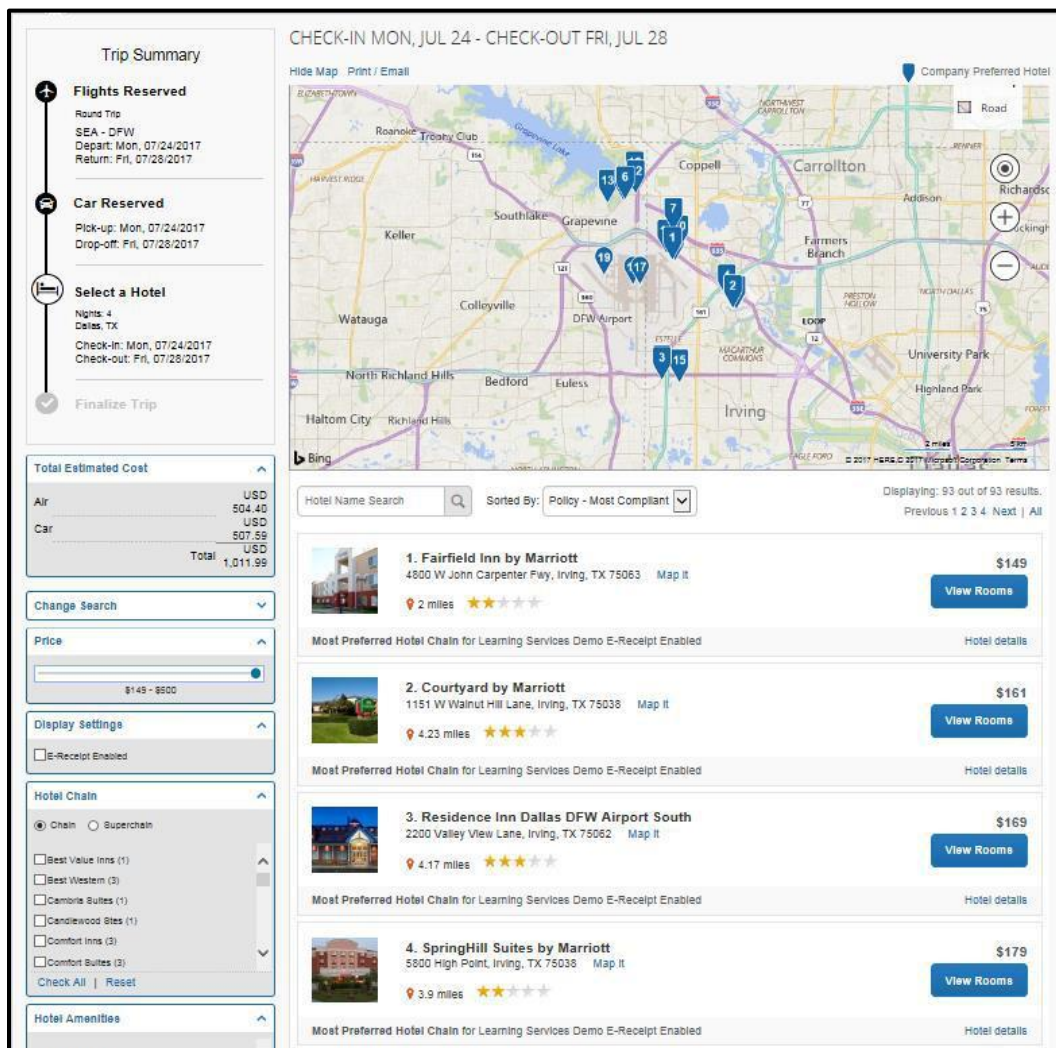
2. Review your car rental details, and then select **Reserve Car and Continue**.
3. Review your travel details, and then select **Next**.

Hotel Reservations

Note: Before booking, canceling, or changing your hotel reservation, verify the hotel's cancellation policy. Hotel cancellation policies have recently become much stricter. Fees will likely apply.

To Select a Hotel:

- If you requested a hotel on the **Flight** (or **Air/Rail**) tab, the hotel search results appear.
- Or –
- Select the **Hotel**  tab on the left side of the SAP Concur home page, and then select your **Check-in** and **Check-out** dates and time, and then select **Search**.



Trip Summary

Flights Reserved
Round Trip
SEA - DFW
Depart: Mon, 07/24/2017
Return: Fri, 07/28/2017

Car Reserved
Pick-up: Mon, 07/24/2017
Drop-off: Fri, 07/28/2017

Select a Hotel
Nights: 4
Dates: TX
Check-in: Mon, 07/24/2017
Check-out: Fri, 07/28/2017

Total Estimated Cost

	USD
Air	504.40
Car	507.59
Total	1,011.99

Hotel Search Results:

1. **Fairfield Inn by Marriott**
4800 W John Carpenter Fwy, Irving, TX 75063
2 miles, 4.5 stars, \$149
[View Rooms](#)

2. **Courtyard by Marriott**
1151 W Walnut Hill Lane, Irving, TX 75038
4.23 miles, 4.5 stars, \$161
[View Rooms](#)

3. **Residence Inn Dallas DFW Airport South**
2200 Valley View Lane, Irving, TX 75062
4.17 miles, 4.5 stars, \$169
[View Rooms](#)

4. **SpringHill Suites by Marriott**
5800 High Point, Irving, TX 75038
3.9 miles, 4.5 stars, \$179
[View Rooms](#)

1. Use the filter options to narrow your search by **Hotel Chain** or **Amenities**.
2. Select **View Rooms** to view room rates.

3. When you are ready to reserve your hotel room, select the rate button next to the desired room type.
4. Review the information on the **Review and Reserve Hotel** page, and then select the check box to agree.
5. Select **Reserve Hotel and Continue**.

Completing, Canceling or Changing a Reservation

You can add or make changes to the car or hotel as well as change the dates of the flight before you complete your reservation.

To Complete the Reservation:

1. Review the **Travel Details**, and then select **Next**.
Note: Depending on your company's configuration you may be able to add parking, taxi, wifi, or dining depending on your company's configuration.
2. On the **Trip Booking Information** page, enter your trip information in the **Trip Name** and **Trip Description** fields.
The trip name and description data are for your record keeping. You can choose to send a copy of the confirmation to additional recipients.
3. Select **Next**.
You will see the name, itinerary, and ticketing deadline, along with the total estimated cost
4. Select **Confirm Booking** to finalize your trip.
5. On the **Pre-populating Your Expense Report** page, you can add transportation and parking expenses, and then select **Finish**.

To Change an Airline, Car Rental, or Hotel Reservation:

1. At the top of the SAP Concur home page, select **Travel**.
2. On the **Upcoming Trips** tab, select the name of the trip you want to change.
Notes:
 - Flight changes are available for e-tickets that include a single carrier.
 - If the trip is already ticketed but has not occurred, you can change the time and/or date of the flight. Your change options will be with the same airline and routing.
 - Directly contact your travel agency, the appropriate website, or vendor if you did not book your trip using Travel.
3. To change a trip, in the **Action** column, select **Change**.

4. In the **Change Flight** window, select the segment of the trip you want to change.
Concur Travel will automatically adjust any car or hotel reservations to match the days of your flight change.

After you make the changes, you will see the original airfare, new airfare, airfare difference, exchange fee, and the total cost of the exchange.

Exchange details	
Original Airfare:	USD288.20
New Airfare:	USD298.20
Airfare Difference:	USD10.00
Forfeited Fare Amount:	0.00
Exchange Fee:	USD200.00
Total Cost of Exchange:	USD210.00

The page at localhost says:

Please note that the cost of exchanging this ticket exceeds the cost of purchasing a new ticket.
Cost of exchange: \$204.00. Cost of new ticket: \$133.70.
To stop the exchange, click on cancel and return to the trip display.

OK

5. To cancel your entire trip, in the **Action** column, select **Cancel All Air**, and then select **OK**.

Note: When you cancel a trip, if your ticket is refundable, your ticket will be voided or refunded, as applicable. If your ticket is non-refundable, and you cancel it in accordance with the airline rules, an e-ticket will be retained that you can apply to future trips.

6. To create an expense report for this trip, select the **Expense Trip** link.

Activating E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

Your company must be enabled to accept e-receipts, and you must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data. Contact your SAP Concur administrator for more information.

Once your company has e-receipts enabled, a message will appear on the SAP Concur home page, prompting you to sign up.

Note: Depending on your company's configuration, this option might not be available to you. Contact your SAP Concur administrator for more information.

To Sign Up for E-receipts:

1. Either:
 - On the SAP Concur home page, select **Sign up here**. The **E-Receipt Activation** page appears.
 - Or -
 - Select **Profile > Profile Settings > E-Receipts Activation** (in the **Other Settings** section of the left-side menu).

Note: One or both of these options might be available to you.
2. Select **E-Receipt Activation**.
The **E-Receipt Activation and User Agreement** appears.
3. Select **I Accept**.
The E-Receipts confirmation appears.
4. Once you have accepted the user agreement, all of your corporate cards are opted in. You can choose to opt-out a particular card in **Profile > Credit Cards**. Select the **Edit** icon for the card and uncheck the **Receive e-receipts for this card** check box.



Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using an SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

To Attach a Receipt Image to an Expense Entry using Available Receipts:

1. Select an entry to open it in **Details** view.
2. Select **Attach Receipt Image**.
3. Select the receipt image you want to attach, and then select **Attach**.
4. The receipt image is attached to the expense entry and displays on the right side of the screen.

Note: You can **Detach** or **Append** the image from the receipt pane.

Activating Direct Deposit

Expense Pay is the electronic funds transfer feature that allows you to authorize direct deposits to your personal bank account for cash advances and reimbursement of your out-of-pocket travel and expense transactions.

To Access your Banking Information:

1. From the SAP concur home page, select **Profile**, and then select **Profile Settings**.
2. In the **Profile Options** page, in the **Expense Settings** section, select **Bank Information**.
3. On the **Bank Information** page, complete the required and optional fields as defined by your company.
4. Enter your bank account information in the form.
Your Bank Routing Number and Bank Account Number can be found at the bottom of your personal checks.
5. When you have completed the form, select **Save And Authorize**, and then select **OK**.

The screenshot shows the 'Bank Information' form in SAP Concur. The form is titled 'Bank Information' and contains several fields for entering bank details. The fields are organized as follows:

- Bank Country:** A dropdown menu with 'UNITED STATES' selected.
- Bank Currency:** A text field with 'US, Dollar' entered.
- Routing Number:** A text field with 'xxxxxx0105' entered.
- Bank Account Number:** A text field with 'xxxxxxxx1831' entered.
- Re-Type Bank Account Number:** A text field with 'xxxxxxxx1831' entered.
- Bank Name:** A text field with 'US Bank' entered.
- Branch Location:** A text field that is currently empty.
- Account Type:** A dropdown menu with 'Checking' selected.
- Status:** A dropdown menu with 'Unconfirmed' selected.
- Active:** A dropdown menu with 'Yes' selected.
- Personal Address Line 1:** A text field with '123 Fake Street' entered.
- Personal Address Line 2:** A text field that is currently empty.
- City:** A text field with 'Bellevue' entered.
- State:** A text field with 'Washington' entered.
- ZIP Code:** A text field with '98004' entered.

At the bottom of the form, there is a blue button labeled 'Save And Authorize' with a mouse cursor hovering over it.

After your employee bank record is saved, check for the penny deposit amounts that were sent to your bank account, and then verify them on the **Bank Information** page. Once the amounts are verified, the **Status** displays as **Confirmed**, and you will start receiving your direct deposit funds.