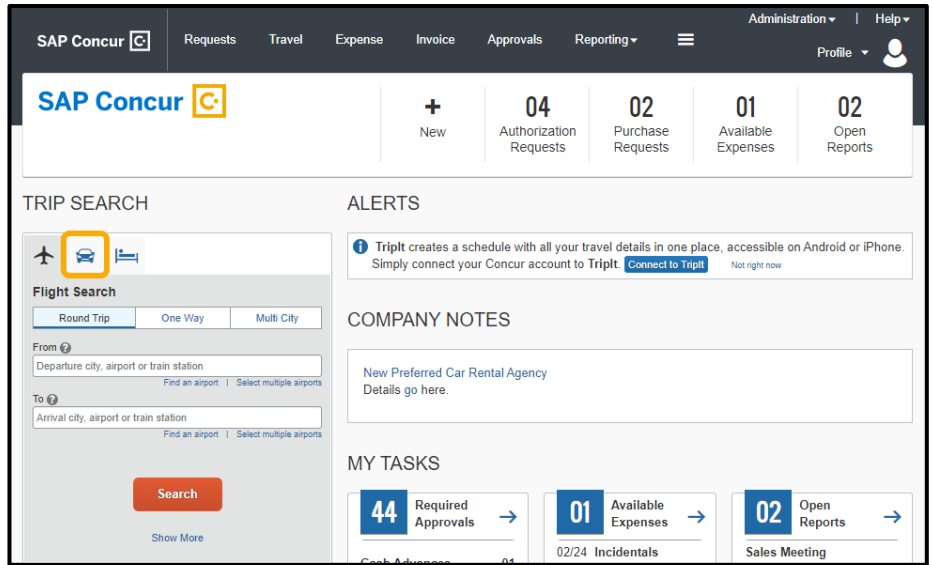


Booking a Car

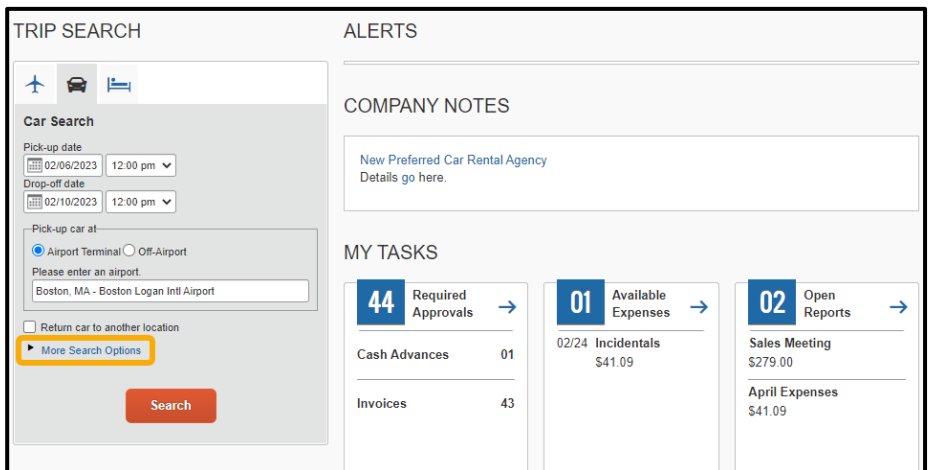
While SAP Concur makes it easy to book airfare, hotel, and rental cars all at once, you can also book each of these travel options individually.

1. To book a rental car, from the SAP Concur home page, select the **Car** tab.

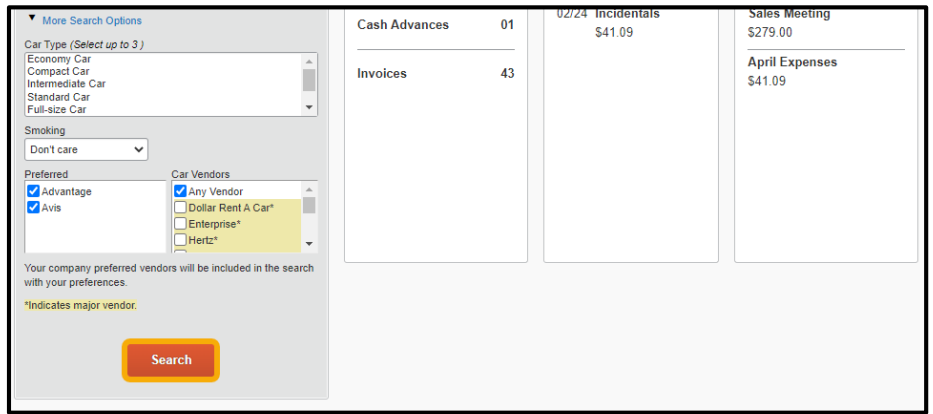


You can enter search criteria, such as **Pick-up date**, **Drop-off date**, and a **Pick-up car at location**.

2. To select additional search criteria, select **More Search Options**.

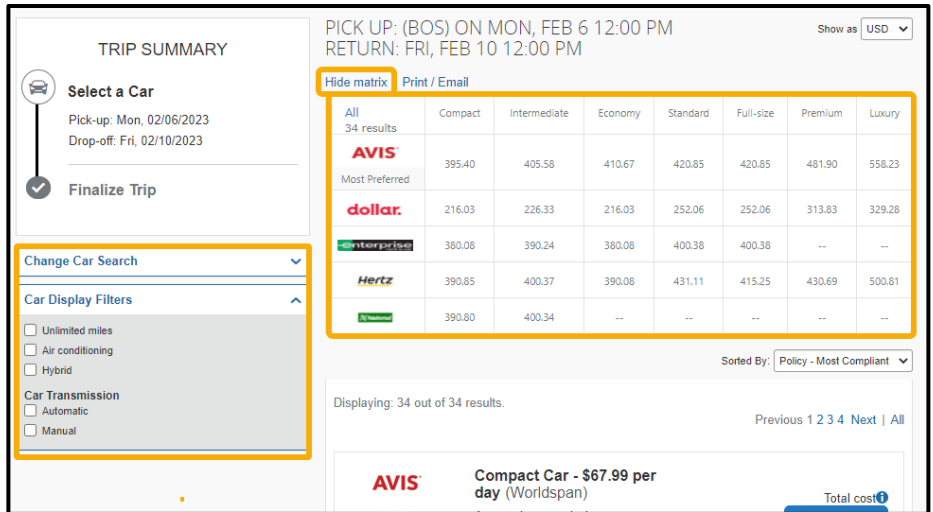


3. Select a Car Type, Smoking preference, and modify the Car Vendors that you want included in your search.
4. Once you have selected all applicable search options, select Search.

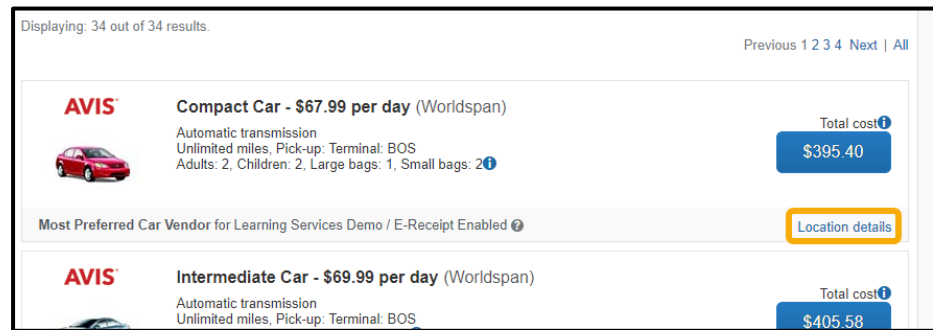


5. Use the options located on the left side of the screen or select a column, row, or cell in the grid to filter the results.

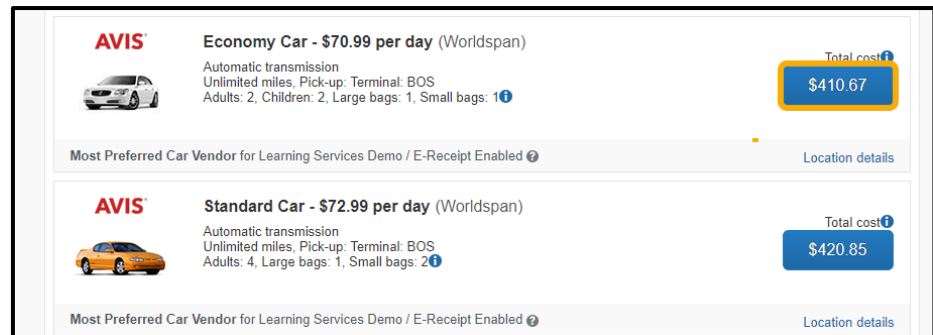
Note: To hide the matrix and display only the search results, select **Hide matrix**.



Use the **Location details** link to view more information about the rental car.



6. To choose a car, select the fare amount.



Once a car rental fare is selected, the **Review and Reserve Car** itinerary will display. Here, you can add additional information such as car preferences, driver information, and a rental car agency if applicable.

Review and Reserve Car

REVIEW RENTAL CAR
Avis Car Rental

Type	Pick-up	Drop-off
Standard Car	Airport Terminal	Airport Terminal
Features	BOS: Boston 12:00 pm Mon, 02/06/2023	BOS: Boston 12:00 pm Fri, 02/10/2023

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
 Include ski rack

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: Sue Peterson Phone: 206-555-1212 Email:

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

- Review the price summary, payment method, and then select **Reserve Car and Continue**.

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Avis Car Rental	\$72.99	Feb 06 - Feb 10	\$420.85*
Total Estimated Cost: \$420.85			
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.

SELECT A METHOD OF PAYMENT
The credit card you select will be held to confirm your reservation. You will be charged at the rental location.

[?](#) [Edit this card](#) | [Add credit card](#)


* Indicates credit card is a company card

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

- To continue with the reservation, review the reservation details, and then select **Next**.

RESERVATIONS

Sunday, February 05, 2023



Avis Car Rental at: Chicago US (ORD) Change | Cancel

Pick-up at: Chicago US (ORD)

Pick Up: 12:00 PM *Sun Feb 5* **Confirmation: 49645164US2**

Pick-up at: Chicago US (ORD) Status: Confirmed

Number of Cars: 1 Rate Code: 2K

Return: 12:00 PM *Fri Feb 10*

Returning to: Chicago US (ORD)

Additional Details

Rate: \$629.99 USD weekly rate, unlimited; \$90.00 USD extra daily rate, unlimited; \$88.76 USD extra hourly rate, unlimited

Total Rate: \$908.89 USD

Rental Details

Compact / Car / Automatic transmission / Air conditioning

Add to your Itinerary

TOTAL ESTIMATED COST

Car:	\$908.89 USD
Total Estimated Cost:	\$908.89 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


- On the **Trip Booking Information** screen, you can edit the **Trip Name**, **Trip Description** and send a copy of the booking information to additional recipients by entering their email addresses in the **Send a copy of the confirmation to:** field.
- To finalize your hotel reservation, select **Next**.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to: 

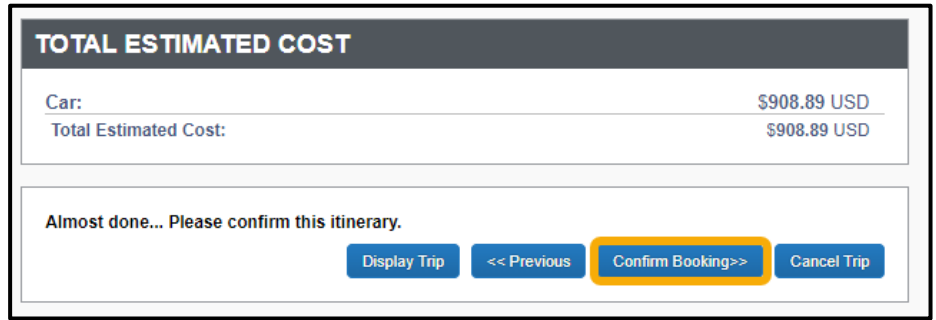
Send my email confirmation as

HTML Plain-text

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.

Display Trip
<< Previous
Next >>
Cancel Trip

- On the Trip Confirmation screen, scroll down and select **Confirm Booking**.



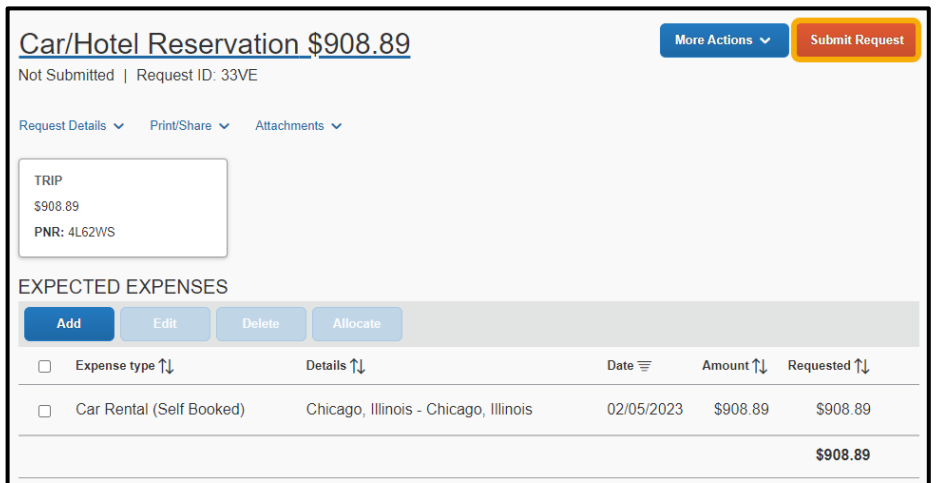
TOTAL ESTIMATED COST	
Car:	\$908.89 USD
Total Estimated Cost:	\$908.89 USD

Almost done... Please confirm this itinerary.

Display Trip
<< Previous
Confirm Booking>>
Cancel Trip

The reservation process is complete. Depending on your company's configuration, you might need to submit a request for this trip which will require an additional step.

- Review the car rental request details, and then select **Submit Request**.



Car/Hotel Reservation \$908.89 More Actions Submit Request

Not Submitted | Request ID: 33VE

Request Details | Print/Share | Attachments

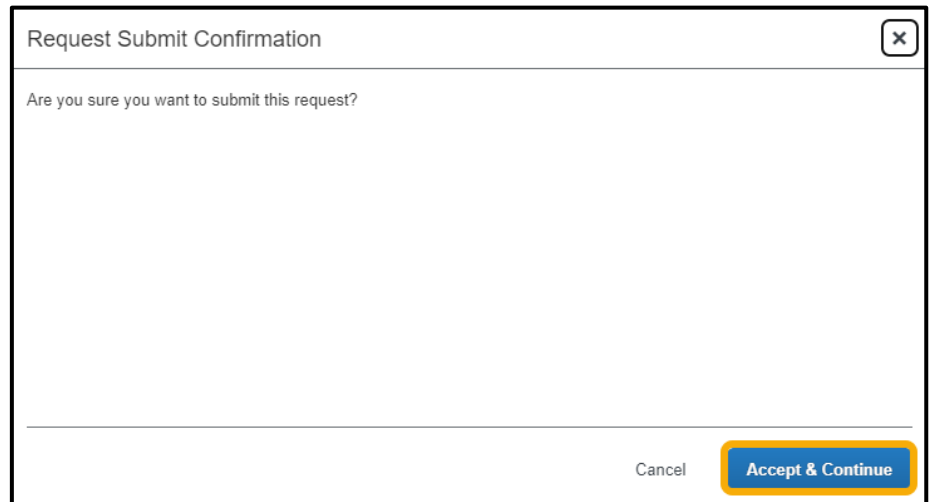
TRIP
\$908.89
PNR: 4L62WS

EXPECTED EXPENSES

Add
Edit
Delete
Allocate

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Car Rental (Self Booked)	Chicago, Illinois - Chicago, Illinois	02/05/2023	\$908.89	\$908.89
					\$908.89

- Select **Accept & Continue**.



Request Submit Confirmation ✕

Are you sure you want to submit this request?

Cancel
Accept & Continue

Confirm your car rental request by selecting **Pending Approval** from the **View** menu on the **Manage Requests** screen.

REQUEST LIBRARY View Pending Approval					
Create New Request					
Request Name ↑↓	Status ↑↓	Request Dates	Requested ↑↓	Approved ↑↓	Remaining amount ↑↓
Car/Hotel Reservation ID: 33VE	Submitted & Pending Approval 12/06/2022	02/05/2023	\$908.89	\$908.89	\$908.89
Trip to Seattle ID: 33V7	Submitted & Pending Approval 10/03/2022	10/19/2022	\$729.43	\$729.43	\$729.43
Trip from Seattle to Memphis ID: 33UR	Submitted & Pending Approval 10/07/2021	11/22/2021			