

Instructions on manually entering a trip itinerary in SAP Concur

- 1. Navigate to the **Menu** dropdown in the top left corner from the Concur homepage.
- 2. Click on the **Travel** tab.

SAP Concur 🖸	Home 👻			
	Home	贷 ADMINISTRATION		
		Tools		
	LAJ APPLICATIONS	Expense		
	Requests			
	Travel		Alerts	
	Expense		As an employee of Arizona	
	Approvals			ot righ
	App Center		turn flight	.eiv€
			elow. The s within +/-	
		hours of your selected preferred times. and this +/- window to increase your flig		
		recults		

3. Go to the Upcoming Trips tab and click Add new itinerary manually.

Trip Search	Alerts
🕂 🖻 🖻 🗖	As an employee of Arizona State University/The AZ Board of Regents, you are eligible for a free Tripit Pro subscription. Incriget now
Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 4 hours of your selected preferred times. You may expand this +/- window to increase your flight search results.	You haven't signed up to receive e-receipts. Sign up here Company Notes Upcoming Trips Add new kinerary manually
Your 4-digit Request ID will be needed to complete your purchase at the end of the booking.	Trip Name/Description Status Start Date End Date Action
Mixed Flight/Train Search	No records found.
Round Trip One Way Multi City	
From @	
Departure city, airport or train station	
Find an airport Select multiple airports	
Arrival city, airport or train station	
Find an airport Select multiple airports	
Search	
Show More	

- 4. The Add New Reservation window will appear.
- 5. Choose **Create New Trip** from the first dropdown menu when creating an itinerary for the newly approved trip request.
- 6. The **Trip Name** is the four-digit **Concur Trip Request ID**. The **Description** field is optional.
- 7. Select a Reservation Type to Add to Your Trip Itinerary.



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information			formation that you reserved through other vendors. Concur uses the pulate your company expense report. To begin, select a reservation typ
Note: For e	each airline reserva	ition you will h	have the opportunity to add connecting flights.
* Required	Fields		
	*Add Reserv	ation to Trip:	Create New Trip
		* Trip Name	FWTL
		Description	Trip to San Diego
Select a	Add Air Add Car	I ype to Ac	ld to Your Trip ltinerary:
A	Add Train	•	

- 8. To enter a flight reservation, complete the following required fields.
 - a. Airline.
 - b. Departure and arrival airports.
 - c. Departure and arrival times.
 - d. Flight number.
 - e. Ticket number.
 - f. Total amount charged.

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Add New Reservation

	ght Reservation	Information
* Required Fiel	ds	
	* Ticket Number	1234567891011
	Confirmation Number	GKLW2A
Flight		
	* Airline	American Airlines
	* Flight Number	871
	* Departs (date/time)	11/07/2023 09:00 am
	* Departure Airport	Phoenix, AZ - Phoenix Sky Harbor In
	* Arrives (date/time)	10:30 am
	* Arrival Airport	San Diego, CA - San Diego Intl Airpo
	Cabin	~
	Seat Assignment	
+ Add Flight		
	* Total Amount Charged	
		+ Save and Close + Save and Add Another



9. Click + Add Flight to enter a return flight.

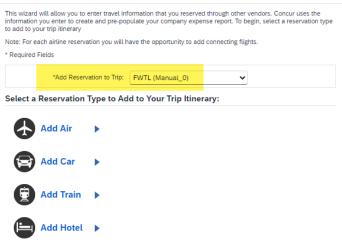
Add New Reservation

Flight Reservation	Information	
* Required Fields		
* Ticket Number	1234567891011	
Confirmation Number	GKLW2A	
Flight		_
* Airline	American Airlines	~
* Flight Number	871	
* Departs (date/time)	11/07/2023 09:00 am	
* Departure Airport	Phoenix, AZ - Phoenix Sky Harbor	In
* Arrives (date/time)		~
* Arrival Airport	San Diego, CA - San Diego Intl Airp	
Cabin		
		•
Seat Assignment		
Flight		
- Remove Flight		
* Airline	American Airlines	~
* Flight Number	4421	
* Departs (date/time)	11/09/2023 07:30 pm	•
* Departure Airport	San Diego, CA - San Diego Intl Airp	00
* Arrives (date/time)	11/09/2023 08:30 pm	•
* Arrival Airport	Phoenix, AZ - Phoenix Sky Harbor	In
Cabin		~
Seat Assignment		
+ Add Flight		
* Total Amount Charged	241 USD	~

- 10. Choose **+ Save and Add Another** to enter an additional itinerary for the same flight.
 - a. Open the **Add Reservation to Trip** dropdown and choose the correct request ID when entering an additional itinerary.
- 11. Click + Save and Close if you have entered all itineraries.



Add New Reservation



- 12. To enter a hotel reservation, complete the following required fields:
 - a. Check-in date.
 - b. Check-out date.
 - c. Hotel chain.
 - d. Hotel name.

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Add New Reservation

 Required Fields Confirmation Number GKLW2A Hotel Name Marriott San Diego Hotel Chain Marriott Street Address 123 W. San Diego St. City San Diego State/Province/Region CA Postal Code 90921 Country/Region United States of America Check-In Date 11/07/2023 Check-Out Date 11/09/2023 Room Type Queen Queen 	Hotel Reservation I	nformation				
 Hotel Name Marriott San Diego Hotel Chain Marriott Street Address 123 W. San Diego St. City San Diego State/Province/Region CA Postal Code 90921 Country/Region United States of America * Check-In Date 111/07/2023 * Check-Out Date 111/09/2023 Room Type Queen Rate 120 USD 	* Required Fields					
* Hotel Chain Marriott Street Address 123 W. San Diego St. City San Diego State/Province/Region CA Postal Code 90921 Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day * Check - In Date Rate 120 USD / day * Check - In Date * Check - In Date * Check - Out	Confirmation Number	GKLW2A				
Street Address 123 W. San Diego St. City San Diego State/Province/Region CA Postal Code 90921 Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day	* Hotel Name	Marriott San Dieg	jo			
City San Diego State/Province/Region CA Postal Code 90921 Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day	* Hotel Chain	Marriott		•		
State/Province/Region CA Postal Code 90921 Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day / day	Street Address	123 W. San Diego	o St.			
Postal Code 90921 Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day	City	San Diego				
Country/Region United States of America * Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day	State/Province/Region	CA				
* Check-In Date * Check-Out Date Room Type Queen Rate 120 USD / day / day	Postal Code	90921				
* Check-Out Date 11/09/2023 Room Type Queen V Rate 120 USD V / day V	Country/Region	United States of	America	~		
Room Type Queen V Rate 120 USD V/day V	* Check-In Date	11/07/2023				
Rate 120 USD V/day V	* Check-Out Date	11/09/2023				
	Room Type	Queen		•		
Estimated Total Amount 240.00 USD V	Rate	120	USD	•	day	~
	Estimated Total Amount	240.00	USD	~		
+ Save and Close + Save and Add Another			and Close			Add Another



13. Navigate to the **Travel** tab homepage and click on the **Trip Request ID** for an itinerary summary after entering all itineraries.

Company Notes Upcoming Trips					
Add new itinerary manually					
Trip Name/Description	Status	Start Date	End Date	Action	
-WTL Trip to San Diego	Confirmed	11/07/2023	11/09/2023	Remove Hide Personal Trip	
Manage your trip details in or	ne place.				
° Concur ⓒ vel Itinerary					
p Overview					
Trip Name: FWTL Start Date: November 07, 2023 End Date: November 09, 2023					
Created: October 13, 2023 (Modified: Octo	ober 13, 2023)				
Description: Trip to San Diego Ticket Number(s): 1234567891011					
Total Estimated Cost: \$481.00 USD Activate to see your plans and stay one ste	ep ahead while traveling.				
,,	P 0.				
eservations					
•					
Flight Phoenix, AZ (PHX) to S	an Diego, CA (SAN)				
American Airlines 871					
Departure: 09:00 AM Phoenic Sky Harbor Intl Airport (PHX)	Confirmation: GKLW2A Status: Booked manually /GKLW2A	Seats:	No seats		
Arrival: 10:30 AM San Diego Intl Airport (SAN)					
Additional Details					
Marriott San Diego 123 W. San Diego St. San Diego, CA, 90921 US					
Checking In: Tue Nov 7 Days 2	Confirmatio	m: GKLW2A manually /GKLW2A			
Checking Out: Thu Nov 9	213123.000KEU 1				
Additional Information Daily Rate: \$120.00 USD	Total Rate: \$240	100 USD			
Room Details	inter have, alway				
Room Description: QUEEN					
•					
Flight San Diego, CA (S	AN) to Phoenix, AZ (PH)	X)			
American Airlines 4421					
Departure: 07:30 PM	Confirmation:				
San Diego Intl Airport (SAN) Arrival: 08:30 PM	Status: Booked ma	nually /GKLW2A	Seats: No seats		
Phoenic Sky Harbor Intl Airport (PHX)					
Additional Details					
otal Estimated Cost					
Air Ticket Number: 1234567891011:				\$241.00 USD	
Hotel:		Air 1	fotal Price:	\$241.00 USD \$241.00 USD \$240.00 USD	
Total Estimated Cost:				\$481.00 USD	