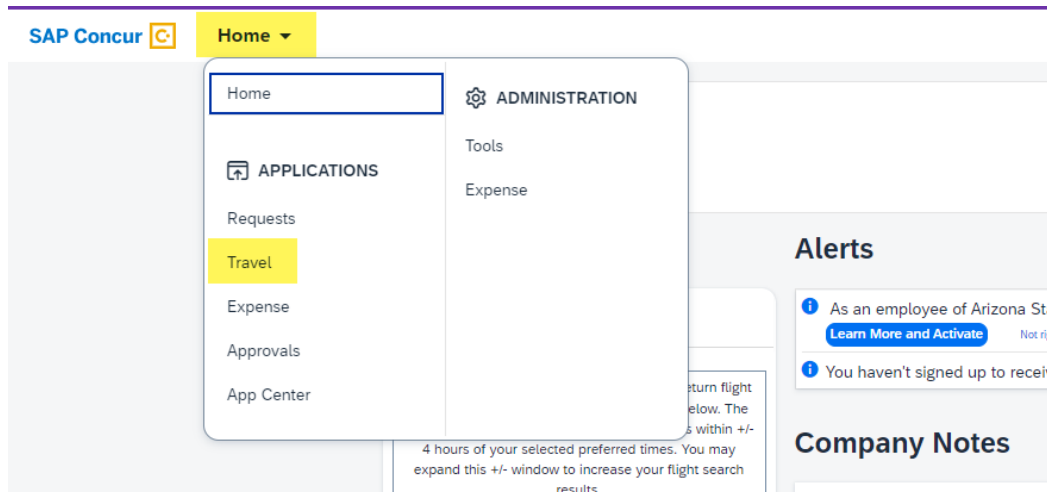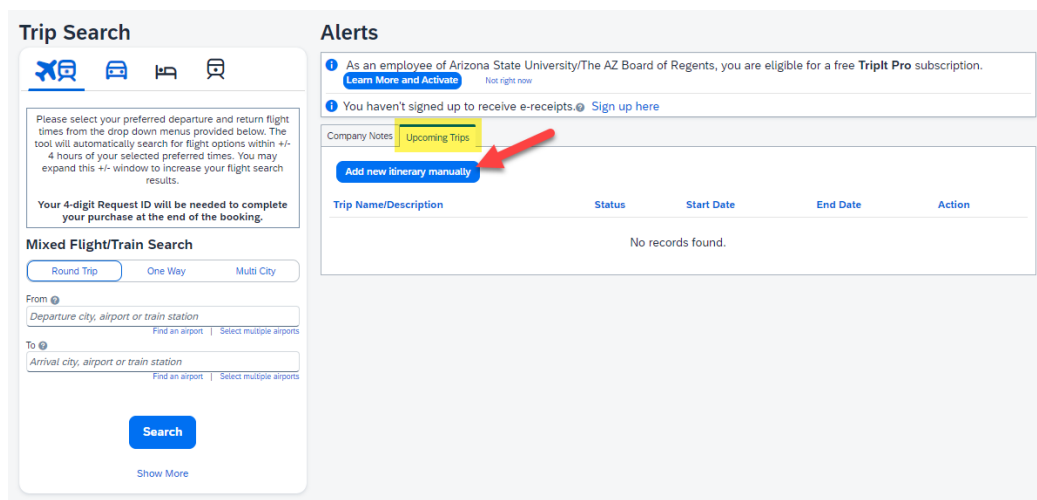## Instructions on manually entering a trip itinerary in SAP Concur

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

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

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**.

SAP Concur [C]   Sign Out

Add New Reservation

This wizard will allow you to enter travel information that you reserved through other vendors. Concur uses the information you enter to create and pre-populate your company expense report. To begin, select a reservation type to add to your trip itinerary

Note: For each airline reservation you will have the opportunity to add connecting flights.

* Required Fields

*Add Reservation to Trip:	Create New Trip ⌄
* Trip Name	FWTL
Description	Trip to San Diego

Select a Reservation Type to Add to Your Trip Itinerary:

✈ **Add Air** ▶

🚗 **Add Car** ▶

🚆 **Add Train** ▶

🛏 **Add Hotel** ▶

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.

SAP Concur [C]   Sign Out

Add New Reservation

✈ **Flight Reservation Information**
   FWTL

* 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)	11/07/2023 10:30 am ⌄
* Arrival Airport	San Diego, CA - San Diego Intl Airpo
Cabin	⌄
Seat Assignment	

+ Add Flight

* Total Amount Charged	USD ⌄

+ Save and Close   **+ Save and Add Another**

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

Add New Reservation

✈ **Flight Reservation Information**
FWTL

* 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)	📅 11/07/2023 10:30 am
* Arrival Airport	San Diego, CA - San Diego Intl Airpo
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 Airpo
* 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

+ Save and Close   **+ Save and Add Another**

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

This wizard will allow you to enter travel information that you reserved through other vendors. Concur uses the information you enter to create and pre-populate your company expense report. To begin, select a reservation type to add to your trip itinerary

Note: For each airline reservation you will have the opportunity to add connecting flights.

* Required Fields

*Add Reservation to Trip: FWTL (Manual_0) ⌄

Select a Reservation Type to Add to Your Trip Itinerary:

✈ **Add Air** ▶

🚗 **Add Car** ▶

🚆 **Add Train** ▶

🛏 **Add Hotel** ▶

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.

SAP Concur ⓒ   Sign Out

Add New Reservation

🛏 **Hotel Reservation Information**
    FWTL

* 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 ⌄
Rate	120 USD ⌄ / day ⌄
Estimated Total Amount	240.00 USD ⌄

+ Save and Close   **+ Save and 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
FWTL *Trip to San Diego*	Confirmed	11/07/2023	11/09/2023	Remove | Hide Personal Trip

💡 **Manage your trip details in one place.**

SAP Concur C

Travel Itinerary

Trip Overview

Trip Name: FWTL
Start Date: November 07, 2023
End Date: November 09, 2023
Created: October 13, 2023 *(Modified: October 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 step ahead while traveling.

Reservations

✈ **Flight**   Phoenix, AZ (PHX) to San Diego, CA (SAN)

American Airlines 871

Departure: 09:00 AM
Phoenix 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

Confirmation: GKLW2A
Status:Booked manually /GKLW2A

Checking Out: Thu Nov 9

Additional Information
Daily Rate: $120.00 USD   Total Rate: $240.00 USD

Room Details
Room Description: QUEEN

✈ **Flight**   San Diego, CA (SAN) to Phoenix, AZ (PHX)

American Airlines 4421

Departure: 07:30 PM
San Diego Intl Airport (SAN)

Confirmation: GKLW2A
Status: Booked manually /GKLW2A

Seats: No seats

Arrival: 08:30 PM
Phoenix Sky Harbor Intl Airport (PHX)

Additional Details

Total Estimated Cost

Air		
Ticket Number: 1234567891011:		$241.00 USD
	Air Total Price:	$241.00 USD
Hotel:		$240.00 USD
Total Estimated Cost:		$481.00 USD