



INTERNAL

SAP Concur Getting Started

QuickStart Guide

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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 with Two-Factor Authentication

To enhance the security of all SAP Concur users, two-factor authentication (2FA) is mandatory for users who sign in to SAP Concur solutions.

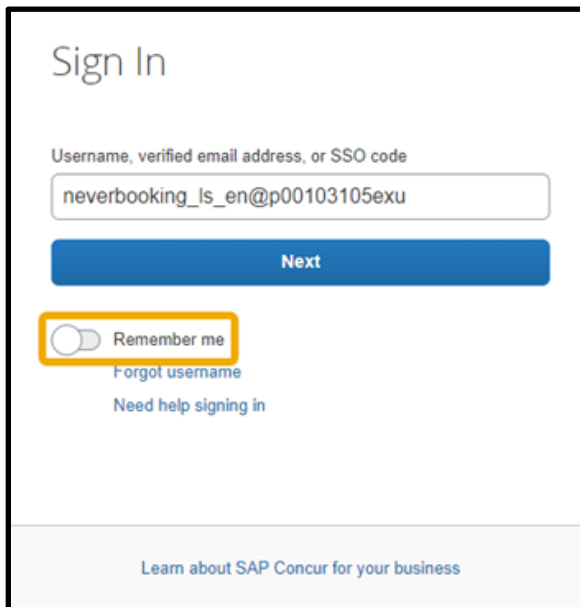
1. To sign in to SAP Concur, from the **Sign In** screen, enter your **Username, email address, or SSO code**, and then select **Next**.

Notes:

If your company has set up SSO to enable your access to SAP Concur and you are not able to sign in, contact your company's IT department.

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

You can slide the **Remember me** toggle button to store your username, 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. Note that some companies have disallowed users from receiving their username via email. You will be notified of this from a system-generated email. If this applies to you, you will need to contact your company's SAP Concur site administrator.

Note: Your password is case sensitive. SAP Concur encourages the use of strong and unique passwords, along with two-factor authentication to further strengthen your security.

For more information about password security, visit [SAP Concur Security Recommendations | SAP Help Portal](#).

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

3. Select **Sign In**.

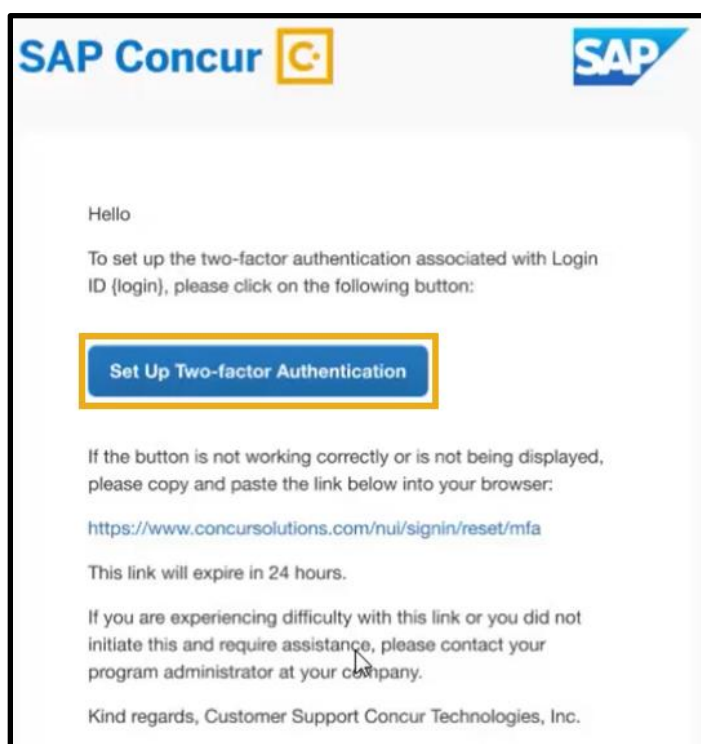
You must set up two-factor authentication to continue signing in. An email has been sent with instructions to set up two-factor authentication.

Note: Your company administrator can opt out of the email requirement, in which case you will need to set up 2FA manually with a key link.

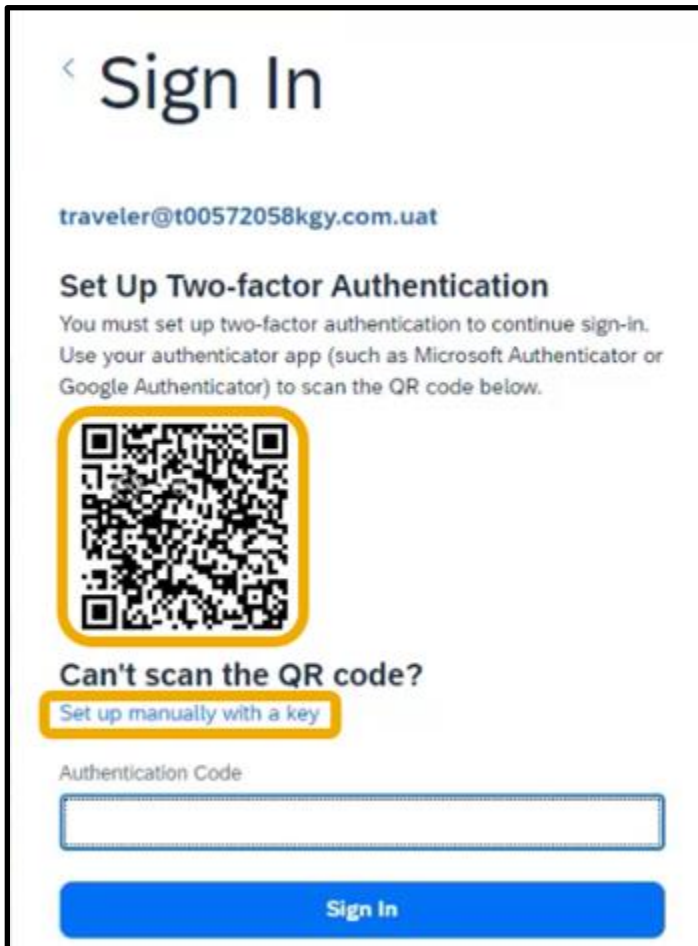
4. Select **Return to Sign In**.

5. Open the email that was sent to the email address you configured on the **My Profile - Personal Information** page or to the email address associated with your user account. If you did not receive an email, check your spam folder, or contact your company administrator for support.

6. Select the **Set Up Two-factor Authentication** link in the email.



7. To add your SAP Concur account to the authenticator app, scan the QR code on the **Sign In** page.




< Sign In

traveler@t00572058kggy.com.uat

Set Up Two-factor Authentication

You must set up two-factor authentication to continue sign-in.
Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.



Can't scan the QR code?

[Set up manually with a key](#)

Authentication Code


Sign In

Note: You can use an authenticator app (such as Microsoft Authenticator or Google authenticator) to scan the QR code. If you can't scan the QR code, or if you did not receive the email or do not have the email requirement, select the **Set up manually with a key** link.

8. Copy the six-digit code that was generated from the app into the **Authentication Code** field, and then select **Sign In**.

Set Up Two-factor Authentication

You must set up two-factor authentication to continue sign-in.
Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.

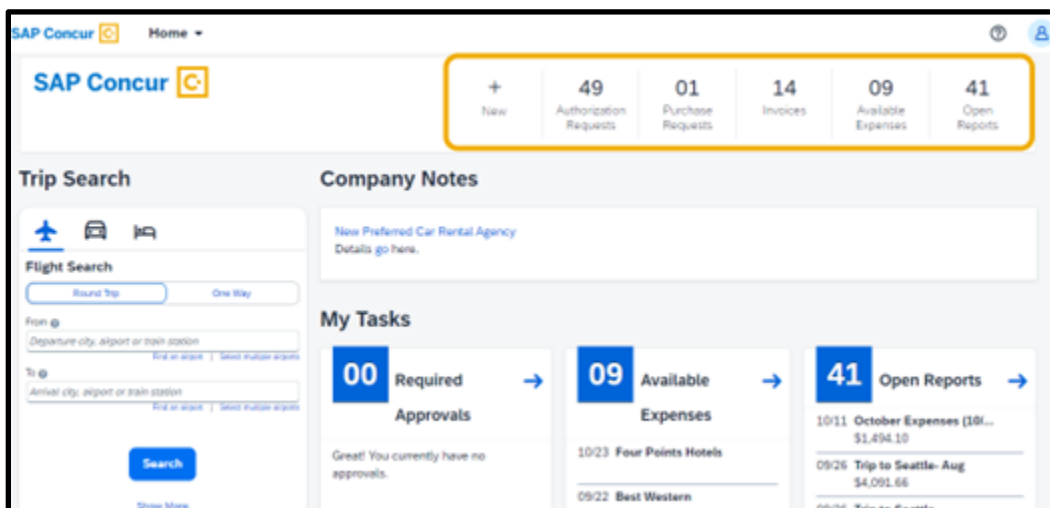


Can't scan the QR code?
Set up manually with a key

Authentication Code

Sign In

On the SAP Concur home page, you will find the tools that you need to book a trip and manage your expenses. Use the **Quick Task** bar at the top of the screen to quickly view and act on tasks.



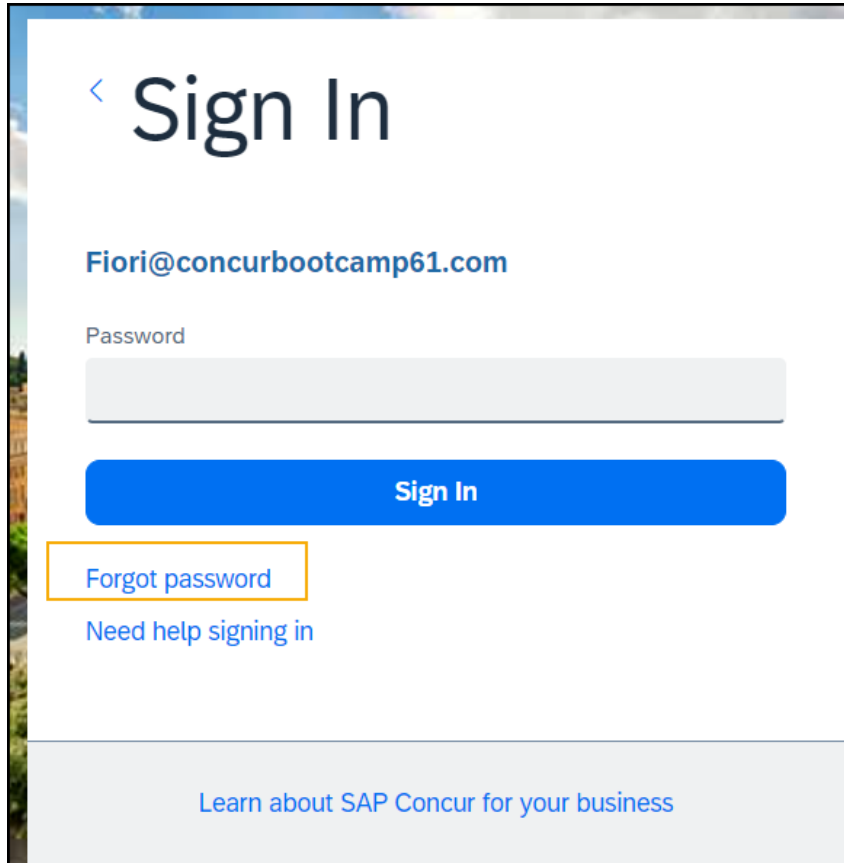
The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with the SAP Concur logo and a 'Home' dropdown. Below this is a 'Quick Task' bar with six tiles: '+ New', '49 Authorization Requests', '01 Purchase Requests', '14 Invoices', '09 Available Expenses', and '41 Open Reports'. The main content area is divided into three sections: 'Trip Search' on the left, 'Company Notes' in the top right, and 'My Tasks' in the bottom right. The 'Trip Search' section includes a 'Flight Search' sub-section with 'Round Trip' and 'One Way' buttons, and input fields for 'From' and 'To' locations. The 'Company Notes' section contains a note about a 'New Preferred Car Rental Agency'. The 'My Tasks' section features three task cards: '00 Required Approvals', '09 Available Expenses', and '41 Open Reports', each with a list of items and a 'Show More' link.

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

Fiori@concurbootcamp61.com

Password

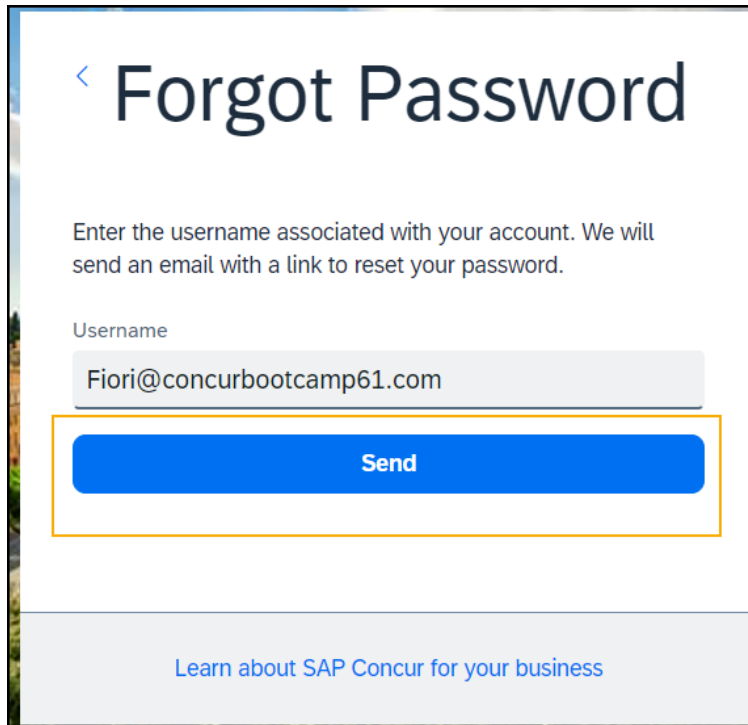
Sign In

Forgot password

Need help signing in

Learn about SAP Concur for your business

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

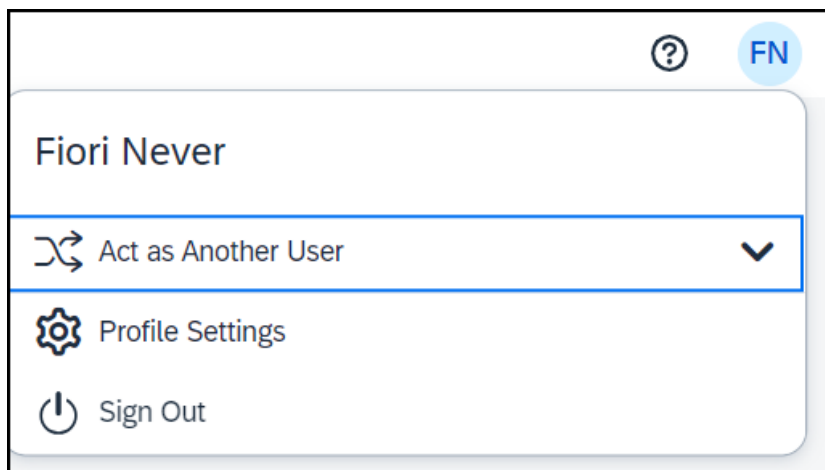


A temporary password will be sent to your email address with a link to reset your password.

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 the **Profile** icon, and then select **Profile Settings**.



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

The screenshot shows the SAP Concur 'Profile' page. The 'Profile' tab is selected in the top navigation bar. The 'Profile Options' section is active, displaying a list of settings. The 'Change Password' link is highlighted with a yellow box. Other settings include System Settings, Personal Information, Company Information, Credit Card Information, Travel Profile Options, System Settings, Contact Information, Setup Travel Assistants, Travel Vacation Reassignment, and Concur Mobile Registration.

3. Enter and confirm your new password.

The screenshot shows the 'Change Password' form. It includes a password strength indicator and a note that passwords are case sensitive. The form has three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. The 'New Password' and 'Re-enter New Password' fields are highlighted with a yellow box. There are 'Submit' and 'Cancel' buttons at the bottom.

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

Exploring the SAP Concur Home Page

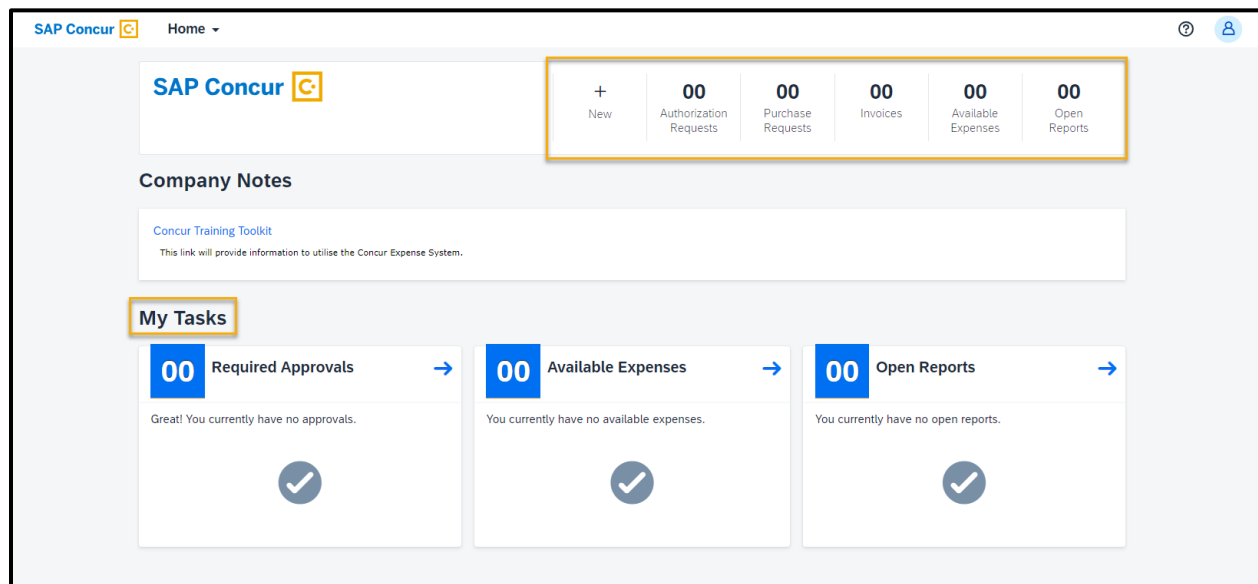
The SAP Concur home page contains the following sections.

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 as shown in the following table and screenshot.

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* Concur Travel, you will see the following sections on the home page.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or 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).
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 home page. At the top, there's a navigation bar with the SAP Concur logo, a 'Home' dropdown, and user icons. Below this is a summary row with counts: 02 Authorization Requests, 00 Purchase Requests, 00 Invoices, 10 Available Expenses, and 04 Open Reports. The main content area is divided into several sections:

- Trip Search:** Includes options for 'Booking for myself' or 'Book for a guest', icons for different travel modes, and a 'Mixed Flight/Train Search' section with fields for 'From' and 'To' locations, a 'Search' button, and a 'Show More' link.
- Company Notes:** Features a 'Training Toolkit' section with a 'Book your trip with Concur Travel' link.
- My Tasks:** Contains three panels:
 - 02 Open Requests:** Lists two items: '09/24 Conference' (\$1,158.65 — Travel) and '06/12 Business Trip' (\$1,861.00 — Cash Advance).
 - 10 Available Expenses:** Lists five items: '09/21 Marriott Hotels' (\$1,123.12), '07/12 Alaska Airlines' (\$287.80), '07/11 United Airlines' (\$472.80), '06/16 Marriott' (\$1,390.45), and '06/16 Cafe Monte' (\$45.76).
 - 04 Open Reports:** Lists three items: '10/03 Office Supplies' (\$298.00), '10/03 Mobile Expense Repor...' (\$486.97), and '10/02 Office Expenses' (\$1,469.85). It also shows '09/27 Chicago customer visits' (\$1,064.74).
- My Trips (0):** A section indicating 'You currently have no upcoming trips.'

Updating Your Expense Profile

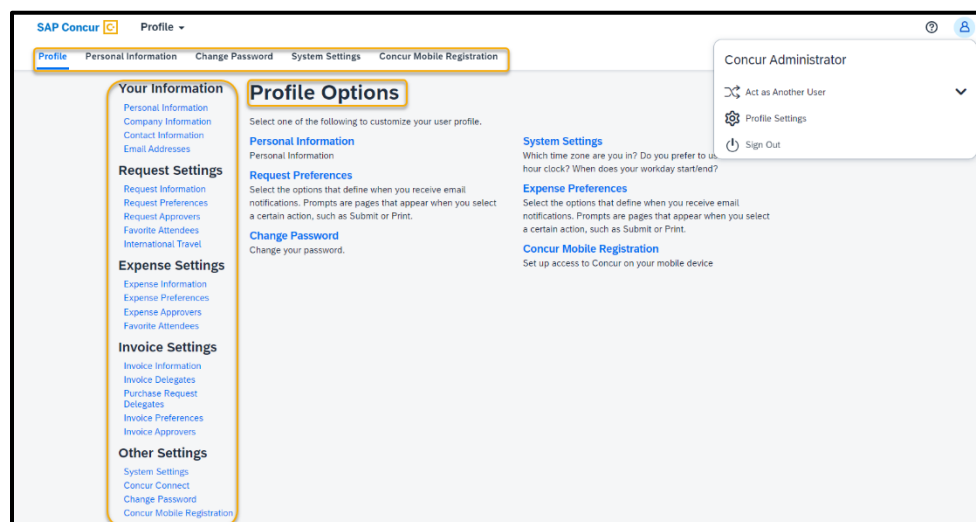
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information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



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:

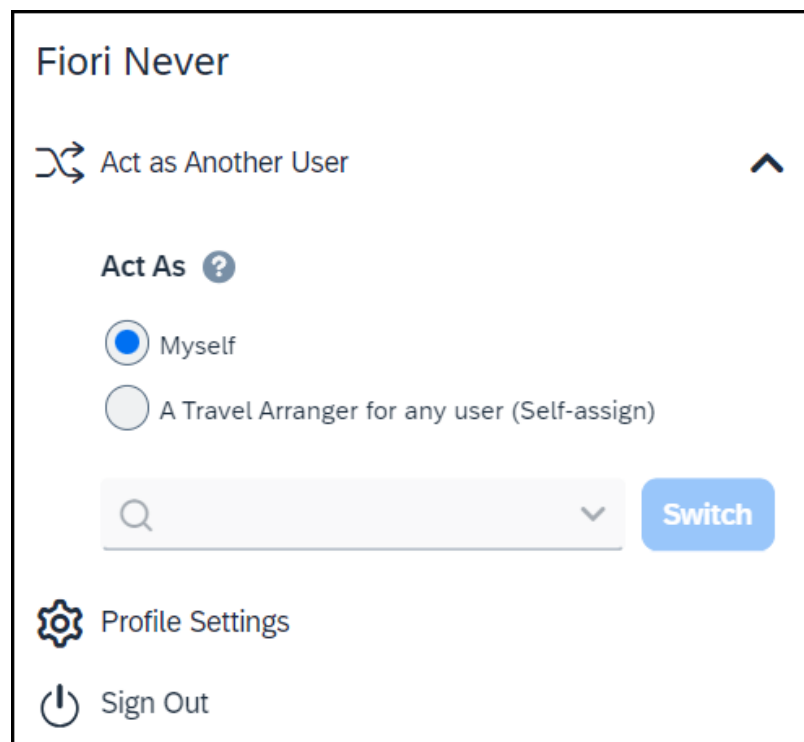
1. Select the **Profile** icon, and then verify that the **A Delegate for another user who has granted you this permission** option is selected.
2. Search for and select the appropriate user's name.
3. Select **Switch**.

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**, select **Myself**, and then select **Switch**.

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.

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

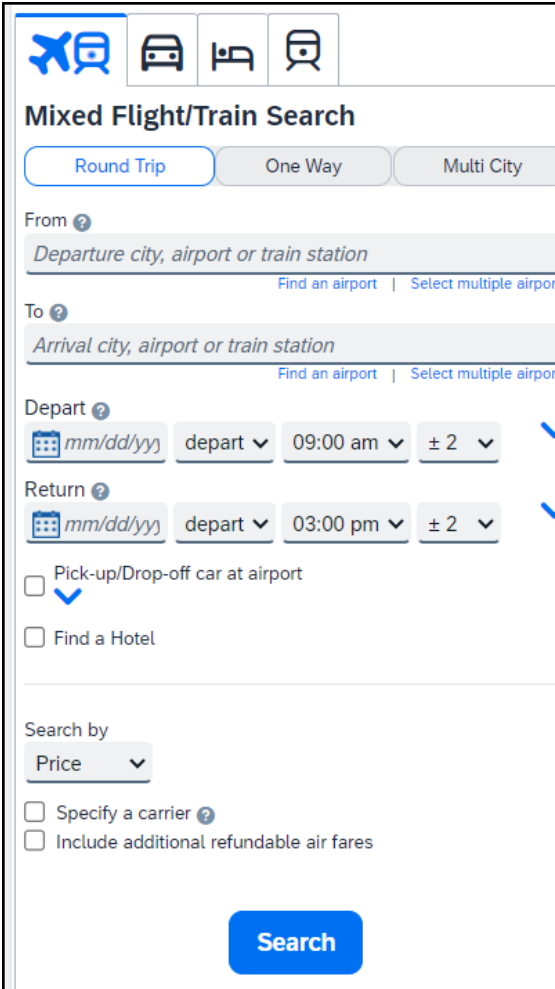
Note: When you type in a city, airport name, or code, Travel will automatically search for a match.

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.



The screenshot shows the 'Mixed Flight/Train Search' form in SAP Concur. At the top, there are four tabs: 'Flight' (selected), 'Car', 'Hotel', and 'Rail'. Below the tabs, the title 'Mixed Flight/Train Search' is displayed. The form has three main sections: 'From', 'To', and 'Depart/Return'. The 'From' field is labeled 'Departure city, airport or train station' and has a 'Find an airport' link. The 'To' field is labeled 'Arrival city, airport or train station' and has a 'Select multiple airports' link. The 'Depart' field has a date picker (mm/dd/yy), a 'depart' dropdown, a time selector (09:00 am), and a time range dropdown (± 2). The 'Return' field has a date picker (mm/dd/yy), a 'depart' dropdown, a time selector (03:00 pm), and a time range dropdown (± 2). Below these fields, there are two checkboxes: 'Pick-up/Drop-off car at airport' (checked) and 'Find a Hotel'. At the bottom, there is a 'Search by' dropdown set to 'Price', and two more checkboxes: 'Specify a carrier' and 'Include additional refundable air fares'. A large blue 'Search' button is at the bottom right.

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. Note: This is a Worldspan only setting.
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 the fare amount to reserve the flight.

The screenshot shows the 'Shop by Fares' tab in the SAP Concur interface. At the top, there are two tabs: 'Shop by Fares' (active) and 'Shop by Schedule'. Below the tabs is a search bar labeled 'Flight Number Search' and a dropdown menu for 'Sorted By: Preference'. The results section displays two flight options from United Airlines, both nonstop flights from ORD to HNL. The first option is an Economy fare for \$1,029.00, and the second is an Economy Fully Flexible fare for \$1,129.00. Both options include a 'Select' button. The page also shows a 'Most Preferred Airline' section and a 'More fares/details' link.

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

The screenshot shows the 'Shop by Schedule' tab selected. The origin is 'Chicago, IL' and the date is 'Mon, Oct 2'. The search results are sorted by 'Depart - Earliest'. The first flight option is a Delta flight (Delta 1) with the following segments:

Flight Segment	Class	Action
07:00a ORD → 09:21a DTW	Economy	Select
12:15p DTW → 02:05p LAX	Economy	
03:05p LAX → 05:53p HNL	Economy	

Below the flight segments, it states: ¹ Delta 3816 operated by SKYWEST DBA DELTA CONNECTION. A section titled 'Most Preferred Airline for Company ABC' shows a total travel time of 15h 53m and lists aircraft: Delta 3816, Delta 913, Delta 330, Canadair Regional Jet 900, Airbus Industrie A321, 76W (Sabre). A 'View seats' link is provided. The second flight option is another Delta flight (Delta 1) with the following segments:

Flight Segment	Class	Action
07:00a ORD → 09:21a DTW	Economy	Select
12:15p DTW → 02:14p SEA	Economy	
03:45p SEA → 06:53p HNL	Economy	

Below this flight, it also states: ¹ Delta 3816 operated by SKYWEST DBA DELTA CONNECTION.

- Select the **View Fares** link to review detailed flight information.

Notes:

- The option to select your seat will vary by airfare provider. If available, select the **View seats** link to choose available seat from the **Seat Map**.
- The View Fares link appears only when multiple branded fares are available. If not available, the traveler can select the fare directly.

5. Add or choose a different Frequent Flyer/Traveler program if applicable.
6. **Note:** If you have added a Frequent Flyer/Traveler program to your profile, Concur Travel will automatically add it to your reservation during the booking process.

Trip Summary

✚

Flights Selected

Round Trip

ORD - HNL

Depart: Mon, 10/02/2023

Return: Tue, 10/17/2023

✓

Finalize Trip

Review and Reserve Flight

Review Flights

DEPART

✕ Mon, Oct 2 - Chicago, IL to Honolulu, HI / 3h 05m layover in Los Angeles, CA

Hide details ^

Mon, Oct 2

10:52a ORD → 01:25p LAX

4h 33m

United 2406

Boeing 737 MAX 8

Layover in Los Angeles, CA

3h 05m

Los Angeles Intl Airport

04:30p LAX → 07:07p HNL

5h 37m

United 1170

Boeing 777

RETURN

✕ Tue, Oct 17 - Honolulu, HI to Chicago, IL / 2h 23m layover in San Francisco, CA

Hide details ^

Tue, Oct 17

01:30p HNL → 09:36p SFO

5h 06m

United 1141

Boeing 777

Layover in San Francisco, CA

2h 23m

San Francisco Airport

11:59p SFO → 06:15a ORD

4h 16m

United 476

Boeing 737-800

Lands West, Oct 18

Enter Traveler Information

Ensure all traveler information below is correct. @

Primary Traveler

Name: William R Never

Phone:

Email: fran@concurbootcamp01.com

Frequent Flyer Programs

Add a Program

For United

No Program selected

Select Seats

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
UA 2406 Economy (G)	Select a seat
UA 1170 Economy (G)	Select a seat
UA 1141 Economy (G)	Select a seat
UA 476 Economy (G)	Select a seat

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Airfare	\$476.33	\$85.28	\$561.61
Total Estimated Cost:		\$561.61	
Total Due Now:		\$561.61	

Select a method of payment

How would you like to pay?

Test Visa 5 Day TMC (...1111)

⌵

Ⓜ

[Edit this card](#)

[Add credit card](#)

* Indicates credit card is a company card

⚠

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


7. 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.

Trip Summary

Select a Car

Pick-up: Sat, 09/30/2023
Drop-off: Sun, 10/01/2023

Finalize Trip

Change Car Search

Pick-up date
09/30/2023 12:00 pm

Drop-off date
10/01/2023 12:00 pm

Pick-up car at
☒ Airport Terminal ☐ Off-Airport
Please enter an airport.
HNL - Honolulu Airport - Honolulu, HI

☐ Return car to another location
[More Search Options](#)

Search

Car Display Filters

☐ Unlimited miles
☐ Air conditioning
☐ Hybrid

Car Transmission

☐ Automatic
☐ Manual

Pick up: (HNL) on Sat, Sep 30 12:00 PM

Return: Sun, Oct 1 12:00 PM

Show as USD

Hide matrix Print / Email

All 85 results	Compact	Intermediate	Standard	Full-size	Luxury	Premium	Mini
Hertz	46.37	49.86	51.01	51.11	--	95.86	75.79
Thrifty	50.68	56.33	61.95	62.06	--	--	--
dollar.	51.73	57.49	63.23	63.35	--	--	--
AVIS	52.26	58.07	63.87	63.99	79.34	116.94	--
Budget	52.26	58.07	63.87	63.99	78.18	116.94	84.04
Hertz	76.95	82.51	83.21	84.90	--	--	--
Alamo	85.41	86.77	87.31	87.80	--	--	--
Enterprise	85.41	97.19	97.80	98.36	--	--	--
National	85.44	101.06	103.36	103.49	--	--	--
SIXT	94.08	94.69	95.28	95.84	--	--	--

Sorted By: Policy - Most Compliant

Displaying: 22 out of 85 results.

Previous 1 2 3 Next | All

Intermediate Car - \$33.00 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: HNL
Adults: 4, Large bags: 1, Small bags: 2

Total cost

\$49.86

Location details

Intermediate Car - \$38.26 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: HNL
Adults: 4, Large bags: 1, Small bags: 2

Total cost

\$56.33

Location details

Intermediate Car - \$39.27 per day (Sabre)

Automatic transmission
Unlimited miles, Pick-up: Terminal: HNL
Adults: 4, Large bags: 1, Small bags: 2

Total cost

\$57.49

Location details

- Review your car rental details, and then select **Reserve Car and Continue**.
- 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:

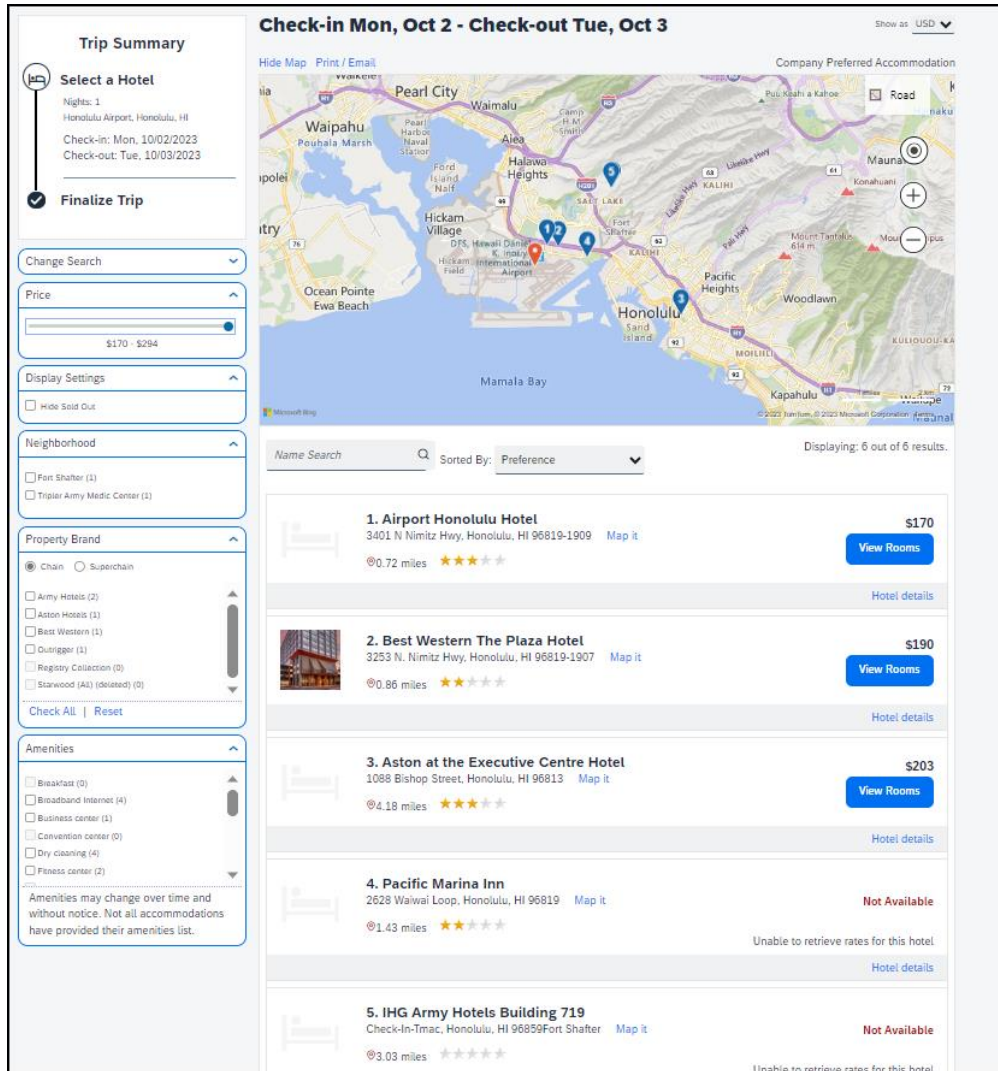
- If you requested a hotel on the **Flight** (or **Air/Rail**) tab, the hotel search results appear.
- Or –

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- Select the **Hotel**  tab on the left side of the SAP Concur home page, select your **Check-in** and **Check-out** date , and select **Search**.



Trip Summary

Select a Hotel

Nights: 1
Honolulu Airport, Honolulu, HI
Check-in: Mon, 10/02/2023
Check-out: Tue, 10/03/2023

Finalize Trip

Change Search

Price
\$170 - \$294

Display Settings
☐ Hide Sold Out

Neighborhood
☐ Fort Shafter (1)
☐ Tripler Army Medical Center (1)

Property Brand
☒ Chain ☐ Superchain
☐ Army Hotels (2)
☐ Aston Hotels (1)
☐ Best Western (1)
☐ Outrigger (1)
☐ Registry Collection (0)
☐ Starwood (All) (deleted) (0)
Check All | Reset

Amenities
☐ Breakfast (0)
☐ Broadband Internet (4)
☐ Business center (1)
☐ Convention center (0)
☐ Dry cleaning (4)
☐ Fitness center (2)
Amenities may change over time and without notice. Not all accommodations have provided their amenities list.

Check-in Mon, Oct 2 - Check-out Tue, Oct 3

Hide Map Print / Email

Company Preferred Accommodation

Showing: 6 out of 6 results.

Sorted By: Preference

1. **Airport Honolulu Hotel**
3401 N Nimitz Hwy, Honolulu, HI 96819-1909 [Map it](#)
0.72 miles ★★★★★ **\$170** [View Rooms](#)

2. **Best Western The Plaza Hotel**
3253 N. Nimitz Hwy, Honolulu, HI 96819-1907 [Map it](#)
0.86 miles ★★★★★ **\$190** [View Rooms](#)

3. **Aston at the Executive Centre Hotel**
1088 Bishop Street, Honolulu, HI 96813 [Map it](#)
4.18 miles ★★★★★ **\$203** [View Rooms](#)

4. **Pacific Marina Inn**
2628 Waiwai Loop, Honolulu, HI 96819 [Map it](#)
1.43 miles ★★★★★ **Not Available**
Unable to retrieve rates for this hotel

5. **IHG Army Hotels Building 719**
Check-In-Tmac, Honolulu, HI 96859/Fort Shafter [Map it](#)
3.03 miles ★★★★★ **Not Available**
Unable to retrieve rates for this hotel

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 hotel's rate rules, restrictions, and cancellation policy.
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 select **Next**.
Note: Depending on your company's configuration you may be able to add parking, taxi, Wi-Fi, or 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 Concur 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.

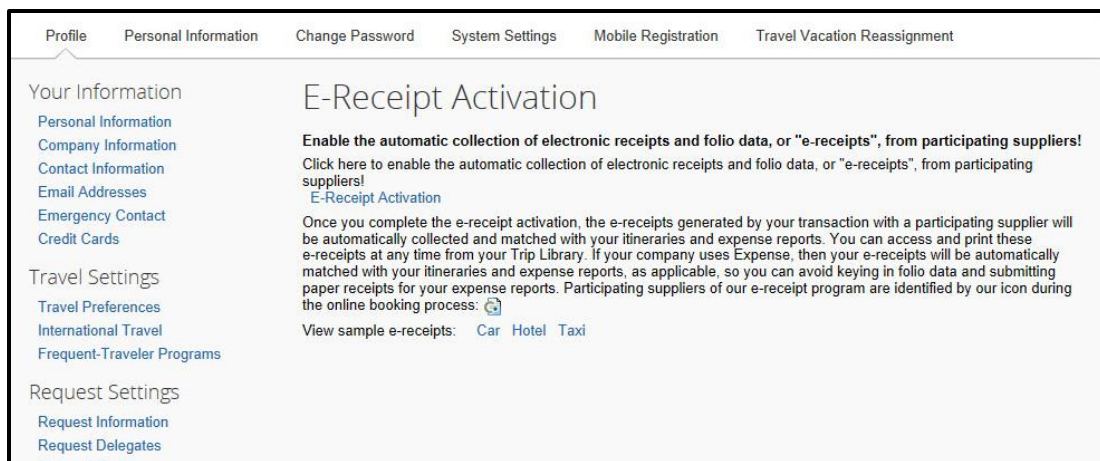
Once your company has e-receipts enabled, a message will appear on the SAP Concur home page, prompting you to sign up.

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 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.

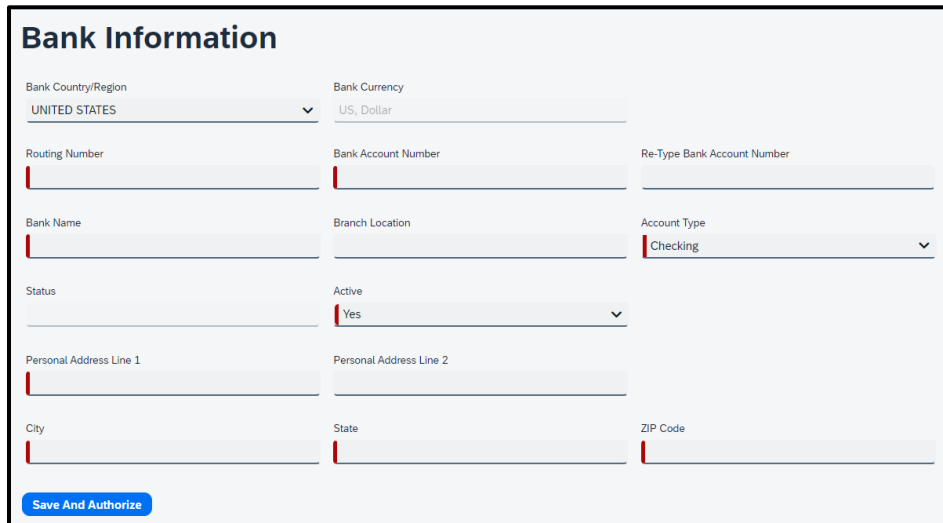
Note: You can **Detach** or **Append** the image from the receipt pane.

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** icon, 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 into a grid-like structure. At the bottom left, there is a blue button labeled 'Save And Authorize'.

Bank Information		
Bank Country/Region UNITED STATES	Bank Currency US, Dollar	
Routing Number	Bank Account Number	Re-Type Bank Account Number
Bank Name	Branch Location	Account Type Checking
Status	Active Yes	
Personal Address Line 1	Personal Address Line 2	
City	State	ZIP Code
Save And Authorize		

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.