- 1. Log into Concur at <u>www.concursolutions.com</u>
- 2. Click on the Travel tab in the upper left area and then click on Trip Library



3. Find the air itinerary that you wish to add a car or hotel to from the list and click on the Trip Name which is hyperlinked.

Trip Library						
Search Trip Names Dates To Use: Date Range Booking Dates Travel Dates 06/16/2016 02/16/2017 Include withdrawn trips Search Search						
Trip Name/Description		Status	Date Booked	Start Date	End Date	Action
Trip from Philadelphia to Boston (OGVQ2Z)		Confirmed	02/16/2017	08/14/2017	08/17/2017	Cancel Trip

4. This will display the Travel Details page.

Travel Details		
I want to Tri Print Itinerary S E-mail Itinerary S Open in Outlook E View Trip History C Create Template 2i Clone Trip D Share Trip D Cancel Entire Trip A P Trip	rip Name: Trip from Philadelphia to Boston (Edit) tart Date: August 14, 2017 nd Date: August 17, 2017 reated: February 16, 2017, William Never (Modified: February 16, 017) escription: (No Description Available) (Edit) gency Record Locator: OGVQ2Z assengers: William.Bill Never otal Estimated Cost: \$470.60 USD (Details)	Add to your Itinerary

5. The right portion of the screen reads, "Add to your Itinerary" This is where you can either click on Car or Hotel to add a car or hotel to your existing air itinerary.

Travel Details	5	
TRIP OVERVIEW		
I want to Print tlinerary E-mail tlinerary Open in Outlook View Trip History Create Template Clone Trip Share Trip Cancel Entire Trip	Trip Name: Trip from Philadelphia to Boston (Edit) Start Date: August 14, 2017 End Date: August 17, 2017 Created: February 16, 2017, William Never (Modified: February 16, 2017) Description: (No Description Available) (Edit) Agency Record Locator: OGVQ2Z Passengers: William.Bill Never Total Estimated Cost: \$470.60 USD (Details)	Add to your Itinerary

Helpful Tip:

If you do NOT add to the existing reservation and begin a new reservation, you will receive this pop up:

Warning		
<u>!</u>	This trip might conflict with "Car/Hotel Reservation (2NRI37)" for Never, William B scheduled from 09/26/2017 to 09/27/2017. Would you like to continue booking this trip anyway?	
	No Yes	

In this circumstance, you should click "No" and return to your trip library where you will select the applicable trip to add a reservation.