Adding a Car or Hotel to an Existing Concur Travel Air Itinerary

1. Log into Concur at www.concursolutions.com
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.

4. This will display the Travel Details page.

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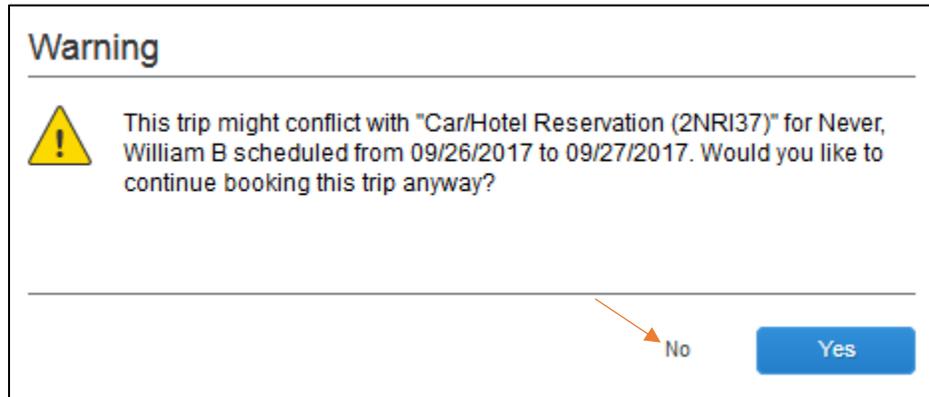
If you do NOT add to the existing reservation and begin a new reservation, you will receive this pop up:

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