

[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.

Trip Library					
Search Trip Names <input type="text"/>					
Dates To Use: <input checked="" type="radio"/> Booking Dates <input type="radio"/> Travel Dates		Date Range: <input type="text"/> 08/16/2016 <input type="text"/> 02/16/2017		<input type="checkbox"/> Include withdrawn trips <input type="button" value="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

TRIP OVERVIEW

I want to... Print Itinerary E-mail Itinerary 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 <i>(Modified: February 16, 2017)</i> Description: (No Description Available) (Edit) Agency Record Locator: OGVQ2Z Passengers: William.Bill Never Total Estimated Cost: \$470.60 USD (Details)	Add to your Itinerary <input checked="" type="radio"/> Car <input type="radio"/> Hotel
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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.

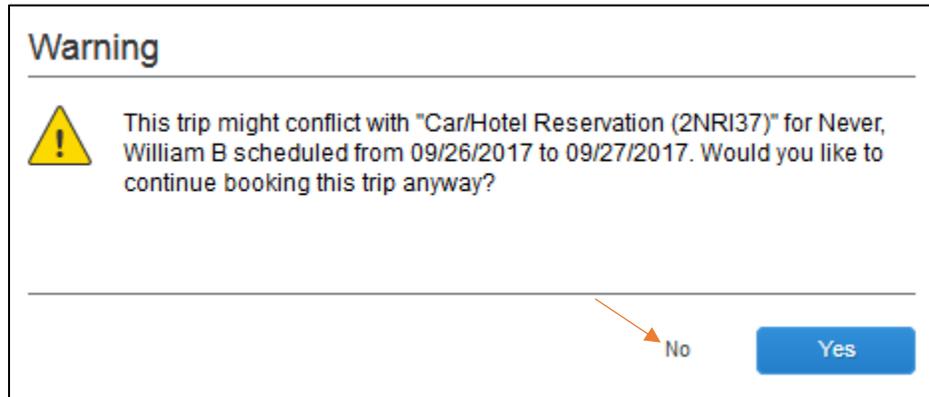
Travel Details

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Helpful Tip:

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.