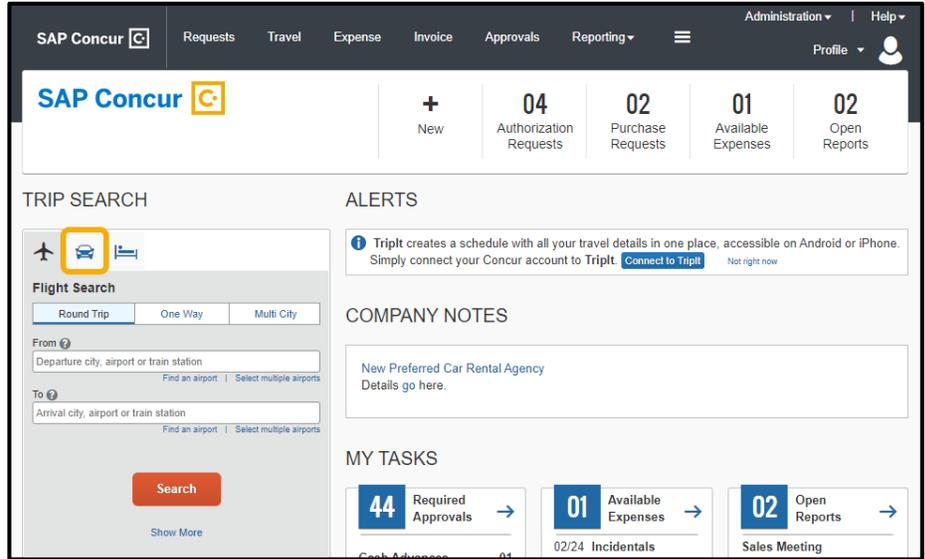While SAP Concur makes it easy to book airfare, hotel, and rental cars all at once, you can also book each of these travel options individually.

1. To book a rental car, from the **SAP Concur** home page, select the **Car** tab.
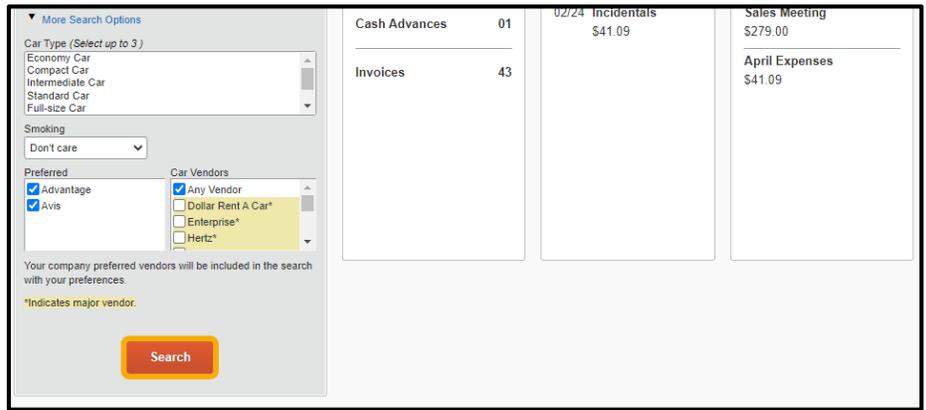

You can enter search criteria, such as **Pick-up date**, **Drop-off date**, and a **Pick-up car at** location.

2. To select additional search criteria, select **More Search Options**.
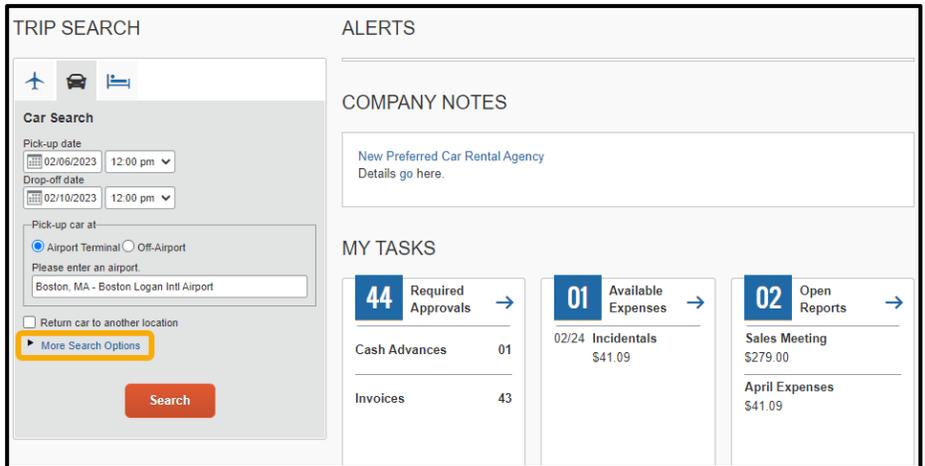
3. Select a **Car Type**, **Smoking** preference, and modify the **Car Vendors** that you want included in your search.

4. Once you have selected all applicable search options, select **Search**.

5. Use the options located on the left side of the screen or select a column, row, or cell in the grid to filter the results.

Note: To hide the matrix and display only the search results, select **Hide matrix**.

Use the **Location details** link to view more information about the rental car.
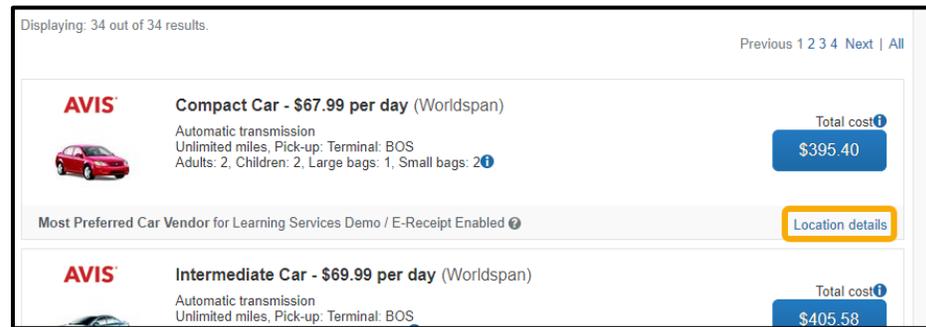
6. To choose a car, select the fare amount.
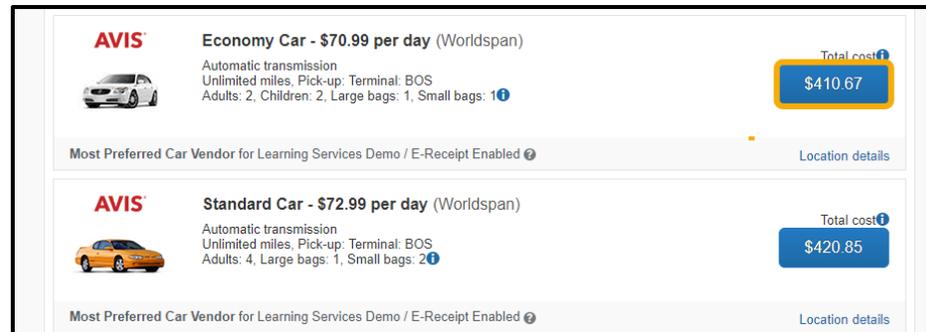
Once a car rental fare is selected, the **Review and Reserve Car** itinerary will display. Here, you can add additional information such as car preferences, driver information, and a rental car agency if applicable.

Review and Reserve Car

REVIEW RENTAL CAR
Avis Car Rental

Type	Pick-up	Drop-off
Standard Car	Airport Terminal	Airport Terminal
Features	BOS: Boston	BOS: Boston
	12:00 pm Mon, 02/06/2023	12:00 pm Fri, 02/10/2023

PROVIDE RENTAL CAR PREFERENCES
Your preferences and comments will be passed to the rental car agency.
Comments (30 character max)

Ex: Need early pick-up (10am)   ☐ Include in-car GPS system   ☐ Include ski rack

ENTER DRIVER INFORMATION
Ensure the name below matches the I.D. you have with you on the day of pick-up. ❓

Driver   Edit | Review all
Name: Sue Peterson   **Phone:** 206-555-1212   **Email:** suep_ls_en@p00103105exu ⌄

Rental Car Agency Program Add a Program
No Program selected ⌄

7. Review the price summary, payment method, and then select **Reserve Car and Continue**.

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Avis Car Rental	$72.99	Feb 06 - Feb 10	$420.85*

Total Estimated Cost: $420.85
Total Due Now: $0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

SELECT A METHOD OF PAYMENT
The credit card you select will be held to confirm your reservation. You will be charged at the rental location.

My Corporate Card (...4444) ⌄ ❓ Edit this card | Add credit card

* Indicates credit card is a company card

[Back]   [Reserve Car and Continue]

8. To continue with the reservation, review the reservation details, and then select **Next**.

RESERVATIONS

Sunday, February 05, 2023

🚗 **Avis Car Rental at: Chicago US (ORD)**   Change | Cancel
Pick-up at: Chicago US (ORD)

Pick Up: 12:00 PM *Sun Feb 5*   **Confirmation:** 49645164US2
Pick-up at: Chicago US (ORD)   Status: Confirmed
Number of Cars: 1   Rate Code: 2K

Return: 12:00 PM *Fri Feb 10*
Returning to: Chicago US (ORD)

Additional Details
Rate: $629.99 USD weekly rate, unlimited; $90.00 USD extra daily rate, unlimited; $88.76 USD extra hourly rate, unlimited
Total Rate: $908.89 USD

Rental Details
Compact / Car / Automatic transmission / Air conditioning

➕ **Add to your Itinerary**

TOTAL ESTIMATED COST

Car: $908.89 USD
Total Estimated Cost: $908.89 USD

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>] [Cancel Trip]

9. On the **Trip Booking Information** screen, you can edit the **Trip Name**, **Trip Description** and send a copy of the booking information to additional recipients by entering their email addresses in the **Send a copy of the confirmation to:** field.
10. To finalize your hotel reservation, select **Next**.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Car/Hotel Reservation

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to: ❓

Send my email confirmation as
⦿HTML ⚪Plain-text

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Display Trip] [<< Previous] [Next >>] [Cancel Trip]

11. On the **Trip Confirmation** screen, scroll down and select **Confirm Booking**.

TOTAL ESTIMATED COST

Car:	$908.89 USD
Total Estimated Cost:	$908.89 USD

Almost done... Please confirm this itinerary.

[Display Trip] [<< Previous] [Confirm Booking>>] [Cancel Trip]

The reservation process is complete. Depending on your company's configuration, you might need to submit a request for this trip which will require an additional step.

12. Review the car rental request details, and then select **Submit Request**.

Car/Hotel Reservation $908.89   [More Actions ∨] [Submit Request]
Not Submitted | Request ID: 33VE

Request Details ∨   Print/Share ∨   Attachments ∨

TRIP
$908.89
PNR: 4L62WS

EXPECTED EXPENSES
[Add] [Edit] [Delete] [Allocate]

	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
☐	Car Rental (Self Booked)	Chicago, Illinois - Chicago, Illinois	02/05/2023	$908.89	$908.89
					$908.89

13. Select **Accept & Continue**.

Request Submit Confirmation   [✕]

Are you sure you want to submit this request?

[Cancel] [Accept & Continue]

Confirm your car rental request by selecting **Pending Approval** from the **View** menu on the **Manage Requests** screen.

REQUEST LIBRARY   View   Pending Approval ⌄

Create New Request

Request Name ↑↓	Status ↑↓	Request Dates ☰	Requested ↑↓	Approved ↑↓	Remaining amount ↑↓
Car/Hotel Reservation ID: 33VE	Submitted & Pending Approval 12/06/2022	02/05/2023	$908.89	$908.89	$908.89
Trip to Seattle ID: 33V7	Submitted & Pending Approval 10/03/2022	10/19/2022	$729.43	$729.43	$729.43
Trip from Seattle to Memphis ID: 33UR	Submitted & Pending Approval 10/07/2021	11/22/2021			

Last updated: 07 December 2022