To add car/hotel to an existing flight reservation, first find your trip in your trip library located in the Travel tab. Once the trip is found click on the trip name.

After selecting the trip, Concur will display the current trip overview. There are options to add car and/or hotel to this trip.

Click whichever option you want to add and make your hotel/car selection and it will add it to your itinerary.

Select details related to the car or hotel you are adding to this trip.

1) Car rental
   a. Select location/leg of travel to add to
   b. Enter rental car search preferences
   c. Select rental option and follow usual reservation process
Trip leg selection

Add reservation to:
Dallas, TX (DFW) (May 26)

Search  Cancel

Rental Car Search Preferences

Pick-up date  Drop-off date
15/05/2015  15/05/2015
06:10 am  12:00 pm

Pick-up car at:
- Airport Terminal
- Off-Airport
- Please enter an airport:
  DFW - Dallas Ft Worth Intl - Dallas, TX

Return car to another location

Car Type (Select car to J.)
- Any Car Class
- Minivan
- Economy Car
- Economy Car Hybrid
- Compact Car

Smoking:
- Don't care

Preferred
- Enterprise
- Hertz
- Avis
- National

Car Vendors
- Any Vender
- Lime*
- Budget *

Your company preferred vendors will be included in the search with your preferences.

Indicates major vendor.

Add Rental Cars

- Display Trip
- << Previous
- Next >>
- Return to Travel Center

Trip Summary

Select a Car

Days: 1
DFW - Terminal
Pick-up: Tue, 15/05/2015
Drop-off: Wed, 15/05/2016

Pick-up: (DFW) on Tue, May 26 06:10 AM
Return: Wed, May 27 12:00 AM

Contrast vendor (option with three green diamonds) rates already include collision or loss damage waivers and the appropriate liability insurance. Please note that the non-contract vendor rates displayed do not include collision or loss damage waiver or liability insurance. To compare actual daily rates please contact the non-contract vendor to request their daily rate for LDW/CDW and liability insurance and add this to the rate displayed below. It is recommended to purchase a contract vendor when available to ensure proper coverage.

Pick up: (DFW) on Tue, May 26 06:10 AM
Return: Wed, May 27 12:00 AM

All rates include taxes, surcharges, and fees.

<table>
<thead>
<tr>
<th>Car Class</th>
<th>Mini Car</th>
<th>Economy Car</th>
<th>Compact Car</th>
<th>Intermediate Car</th>
<th>Intermediate Car Hybrid</th>
<th>Standard Car</th>
<th>Full-size Car</th>
<th>Premium Car</th>
<th>Luxury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>134.55</td>
<td>31.00</td>
<td>33.00</td>
<td>32.00</td>
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<td>33.00</td>
<td>44.00</td>
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</tr>
</tbody>
</table>

Total Estimated Cost

- USD: 168.20
- Total: 168.20

Print / Email

Hide matrix
2) Hotel reservation
   a. Select location/leg of travel to add to
   b. Enter hotel search preferences
   c. Select hotel option and follow usual reservation process