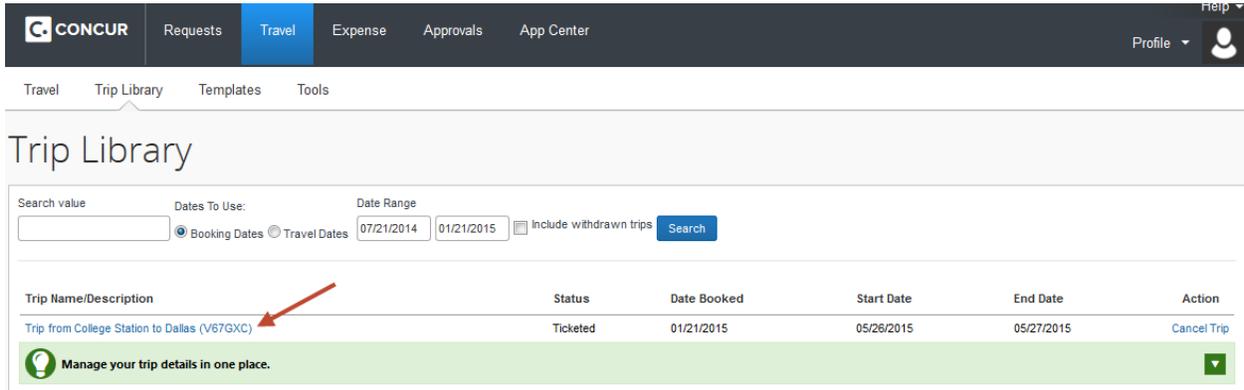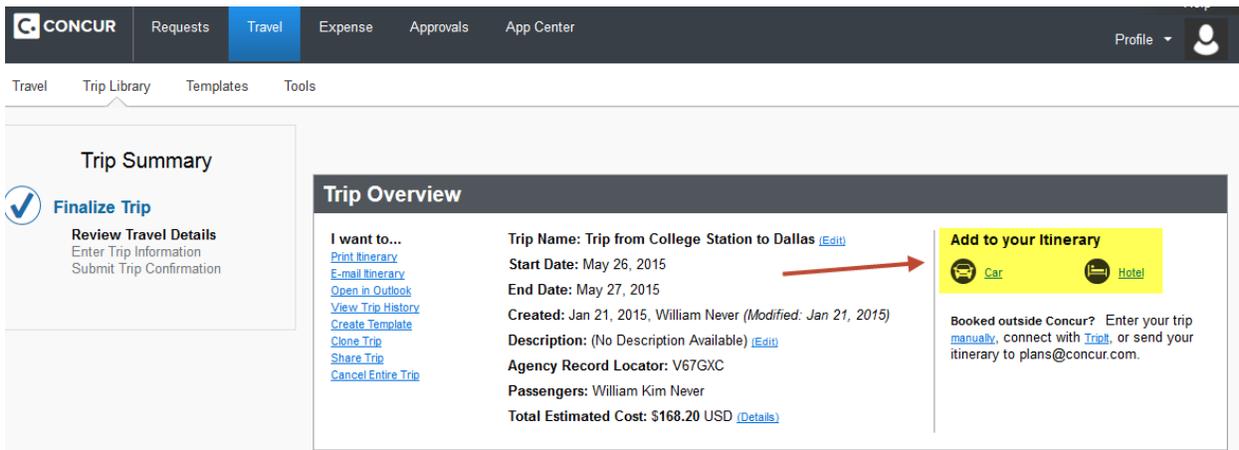To add car/hotel to an existing flight reservation, first find your trip in your trip library located in the Travel tab. Once the trip is found click on the trip name.

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: 05/26/2015 06:10 am ▼
Drop-off date: 05/27/2015 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 up to 3)*
- Any Car Class
- Mini Car
- Economy Car
- Economy Car Hybrid
- Compact Car

Smoking
Don't care ▼

Preferred
- ☑ Enterprise
- ☑ Hertz
- ☑ Avis
- ☑ National

Car Vendors
- ☑ Any Vendor
- ☐ Alamo *
- ☐ 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]

C CONCUR   Requests | Travel | Expense | Approvals | App Center   Profile ▼

Travel | Trip Library | Templates | Tools

Trip Summary

🚗 **Select a Car**

Days: 1
DFW - Terminal

Pick-up: Tue, 05/26/2015
Drop-off: Wed, 05/27/2015

✓ Finalize Trip

Total Estimated Cost ︽
Air   USD 168.20
          Total USD 168.20

Contract vendor (denoted 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 from 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 PM

Print / Email

Hide matrix

All 82 results	Mini Car	Economy Car	Compact Car	Intermediate Car	Intermediate Car Hybrid	Standard Car	Full-size Car	Premium Car	Luxury
Hertz ◆◆◆	84.55	31.00	31.00	32.00	93.55	33.00	33.00	44.00	134.0
enterprise ◆◆◆	--	31.36	32.34	34.30	--	34.30	36.75	42.15	88.2(
National ◆◆◆	--	31.36	32.34	34.30	--	34.30	36.75	42.15	88.2(

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

Trip leg selection

Add reservation to:

Dallas, TX (DFW) (May 26) ▼

[Search]   Cancel

Find a Hotel

Check-in Date   Check-out Date
05/26/2015   05/27/2015

Find hotels within 5   Distance Units miles ▼ of

○ Airport   ○ Address
○ Company Location   ● Reference Point / Zip Code
Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')
Dallas, TX

☐ With names containing:

Prefer the following chains

Hotel Memberships	Hotel Vendors	Company Preferred Hotels within 30 miles
No vendors in profile.	☑ Any Hotel	These properties will be automatically added to your search
	☐ Carlson Brands (All) *	*Americas Best Value Midlothian Inn***
	☐ Choice Brands *	*Baymont Inn & Suites Grand Prairie***
		*Best Western North East Mall***
	* Indicates major vendor.	*Best Western Park Suites Hotel***
		*Best Western Plus Christopher Inn/Suites***
		❓ What are Preferred Hotels?

Please choose a location to search for your hotel, and select your check-in and check-out dates.
Help me find a hotel

[Display Trip] [<< Previous] [Next >>] [Return to Travel Center]