



Concur Reservation Job Aid for Participants/Fellows

Once your trip has been fully approved, please use this Job Aid to book your travel reservations in the Concur Travel Module.

To get to the Concur Travel module, log into [Zintellect](#) - [CLICK HERE](#) select *View Travel* on your participant dashboard, then select *Go to Concur*.

The screenshot shows the ORAU participant dashboard. At the top, there are navigation links for Dashboard, Opportunity Catalog, and About. A user is logged in as 'Welcome'. Below the navigation, there are tabs for 'My Offers' and 'My Favorites'. A prominent offer is displayed: 'Advanced Bearings for Oil-Free Compact Turbomachinery'. The offer status is 'Offer Accepted' with a green checkmark. The applicable dates are '11/2/2020 - 11/1/2021'. There are buttons to 'Download Apt. Letter' and 'Download Terms of Apt.'. At the bottom of the offer card is a 'Complete Documents' button. On the right side of the dashboard, there is a 'View Travel' button with a blue arrow pointing to it. A text box next to the arrow says 'Click here to access the Travel Dashboard and to access Concur'.

The screenshot shows the 'Participant Travel' page in Concur. At the top right, the user's Concur Login ID is '000' and their email is 'z@orau.travel'. There is a 'Go to Concur' button with a blue arrow pointing to it. Below the header, there are tabs for 'Request Report' and 'Expense Report'. A search bar labeled 'Enter Keyword' is present. A table of travel reports is displayed with the following data:

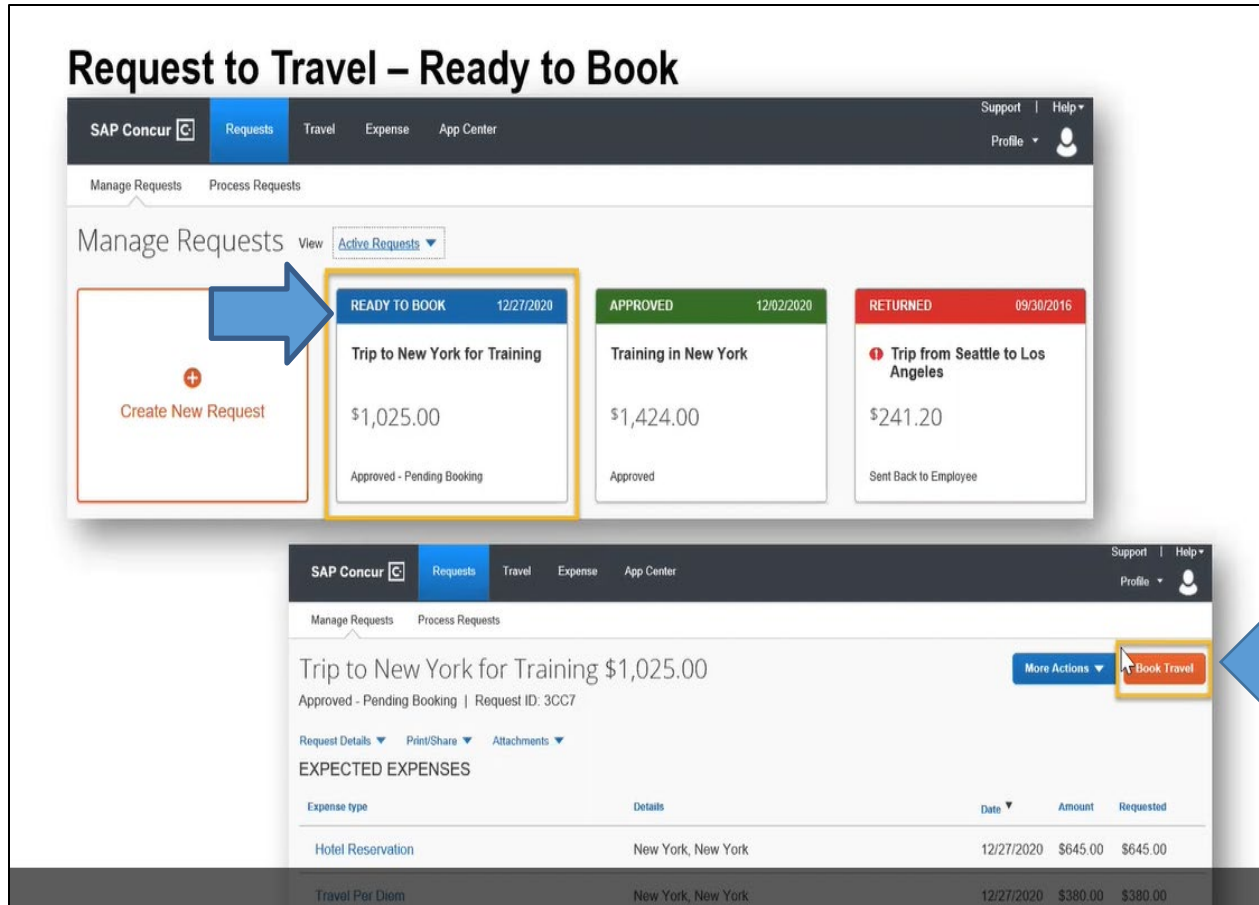
Report Name	Start Date	End Date	Approved Expense	Approved Status	Actions
Dallas, TX 1/25-28/21	1/25/2021 12:00:00 AM	1/28/2021 12:00:00 AM	\$1509.00	Approved	
Testing for [redacted]	11/7/2021 12:00:00 AM	11/13/2021 12:00:00 AM	\$1972.00	Not Submitted	
Washington DC 1/17/21-1/21/21	1/17/2021 12:00:00 AM	1/21/2021 12:00:00 AM	\$2885.40	Approved	

At the bottom of the table, there is a pagination control showing '10' items per page and '1 to 3 of 3' total items. There are 'Previous' and 'Next' buttons. A blue arrow points to the 'Go to Concur' button. A text box says 'Click here for more information about this trip' with an arrow pointing to the 'Actions' column of the table. A 'Concur Travel Dashboard' button is at the bottom right.

You will automatically be taken to Concur's homepage.



Click on **Requests**, then find the trip that you are ready to book travel for. If the trip has been fully approved, the Request will show as **Ready to Book**.



Click on the **Request**, and then choose **Book Travel**.

You will be taken to the **Travel** module in Concur to make your travel reservations.

IMPORTANT TIP: Be sure to review the Company Notes for helpful information.

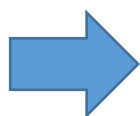


The screenshot shows the SAP Concur Travel homepage. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted), 'Expense', 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are tabs for 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Tools', and 'Meeting Admin'. The main content area features a 'Welcome ORAU Travelers and Travel Arrangers to Concur Travel' message. It includes a 'Connect' button for hotel receipts, a 'Select Traveler Type' dropdown, and a 'Booking for myself | Book for a guest' option. A red warning message states: 'Is your Travel ID compliant with the Homeland Security REAL ID ACT? IDs that are non-compliant could inhibit you from boarding a domestic US flight. Find out if your state ID is compliant: https://www.dhs.gov/real-id'. Contact information for the Travel Leaders Corporate Agent team is provided, including business hours, telephone (888-403-1983), and email (oraui@tlcorporate.com).

Before you get started, make sure your profile is up to date. You will not be able to move forward until this is completed.

Click on **Profile** and then **Profile Settings** and complete the Required fields.

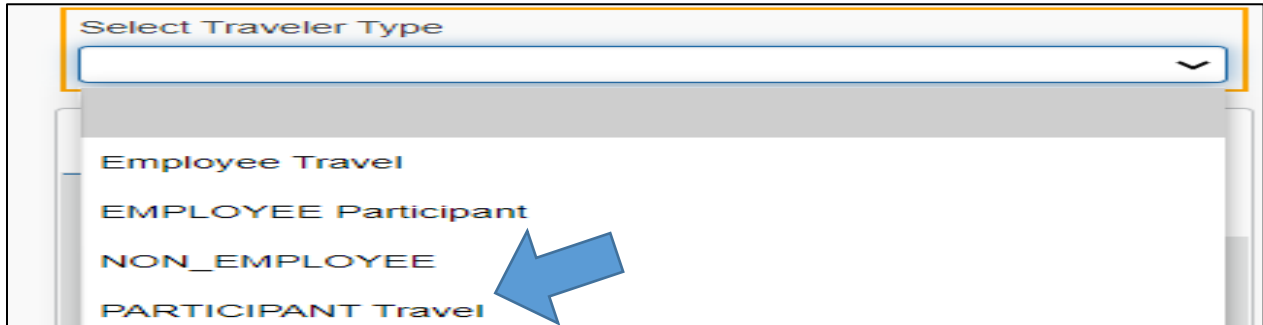
The screenshot shows the 'My Profile - Personal Information' page in SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile' (highlighted with a blue arrow). Below the navigation bar, there are tabs for 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area features a 'Your Information' sidebar with links for 'Personal Information', 'Company Information', 'Contact Information', 'Email Addresses', 'Emergency Contact', and 'Credit Cards'. The 'Personal Information' section includes a 'Jump To' dropdown set to 'Personal Information' and a 'Choose' button. A warning message states: 'Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.' Below this, there is a form with fields for 'Title', 'First Name' (William), 'Middle Name' (None), 'Nickname' (William Never English), 'Last Name' (Never), and 'Suffix'.




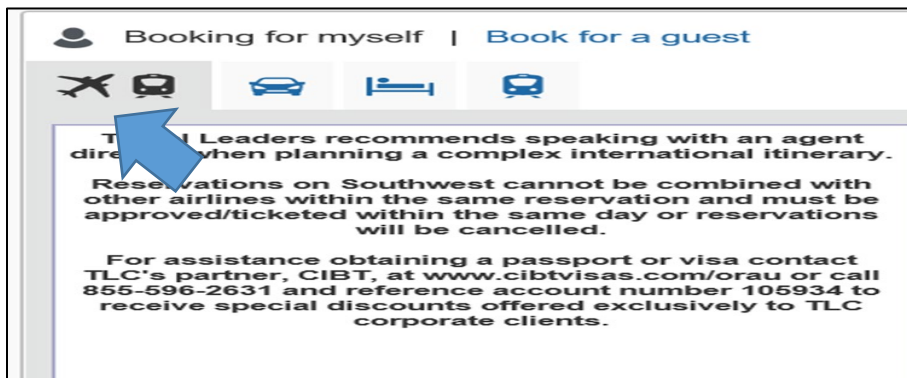
[Profile Settings](#) | [Sign Out](#)



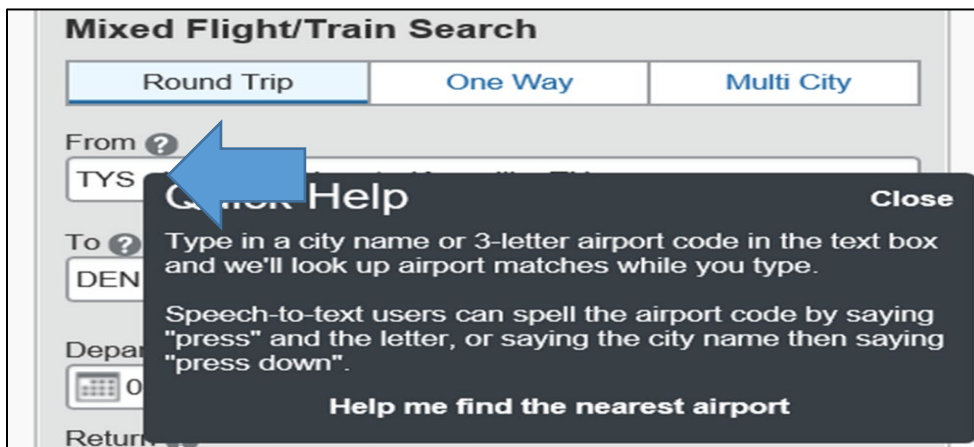
Next, select your **Traveler Type**. You will select **Participant Travel**.



From the icons provided, select plane/train  icon tab, where you can book air, train, car rental or hotel in one reservation. If you are booking **only** car rental, hotel, or train, select the appropriate icon tab.



The grey question marks provide quick help if you need it.



Next, select either Round Trip, One Way or Multi-City.



Add the trip origin (From) and destination (To) and the departure and return dates. (This information may pre-populate from your Request).

If you need help finding the airport, select find an airport.

If you need a car rental, select Pick-up/Drop-off car at airport and automatically reserve this car.

Mixed Flight/Train Search

Round Trip One Way Multi City

From ?
TYS - Knoxville Airport - Knoxville, TN
[Find an airport](#) | [Select multiple airports](#)

To ?
DEN - Denver Intl Airport - Denver, CO
[Find an airport](#) | [Select multiple airports](#)

Depart ?
06/01/2021 depart ▼ 10:00 am ▼ ± 4 ▼ ▼

Return ?
06/05/2021 depart ▼ 05:00 pm ▼ ± 4 ▼ ▼

Pick-up/Drop-off car at airport

Automatically reserve this car

National ▼ Intermediate Car ▼

If you need a hotel, check the Find a Hotel box and search using one of the reference points listed and the range (miles) you want to search.

Next hit the **Search** the button.

Find a Hotel

Search within miles from

Airport Address

Company Location Reference Point / Zip Code

Please enter an airport.

Only show results showing:

Specify a carrier ?

Refundable only air fares

The top part of the page will display a matrix of the carriers with flights available from your origin to destination, with indications of Nonstop, 1 stop and 2-stops.

Trip Summary

Select Flights or Trains

Round Trip
TYS - DEN
Depart: Tue, 06/01/2021
Return: Sat, 06/05/2021

Select a Car Remove

Pick-up: Tue, 06/01/2021
Drop-off: Sat, 06/05/2021

Select a Hotel Remove

KNOXVILLE, TN TO DENVER, CO
TUE, JUN 1 - SAT, JUN 5

Show as USD ▼

[Hide matrix](#) [Print / Email](#)

	American Airlines	Delta	United
All 63 results	Most Preferred	Most Preferred	
Nonstop 1 results	-	-	514.88 1 results
1 stop 25 results	422.76 19 results	513.87 3 results	523.68 3 results
2 stops 37 results	421.13 37 results	-	-

Choose your flights, but keep in mind, you must select the lowest fare available within reason.

Select the View Fares button.

[Change Search](#)

Depart - Tue, Jun 1

Depart 06:00 A - 12:52 P
Arrive 09:44 A - 09:03 P

Return - Sat, Jun 5

Depart 01:35 P - 08:54 P
Arrive 10:01 P - 12:16 P

Price

Price \$421.13 - \$532.48

Display Settings

Hide Non-refundable Fares
 Hide Propeller Planes

Flight Number Search Sorted By: Preference ▼

Displaying: 63 out of 63 results.
[Previous](#) | Page: 1 of 7 | [Next](#) | [All](#)

American Airlines^{1,2} 08:00a TYSS → 09:03p DEN 2 DCA/ORD 15h 03m \$421.13 [View Fares](#)

08:54p DEN ◀ 11:09a TYSS 1 stop ORD 12h 15m

¹ American Airlines 5149 operated by PSA AIRLINES AS AMERICAN EAGLE
² American Airlines 2969 operated by SKYWEST AIRLINES AS AMERICAN EAGLE

Most Preferred Airline for ORAU [Show all details](#) ▼

American Airlines^{1,2} 08:00a TYSS → 09:03p DEN 2 DCA/ORD 15h 03m \$421.13 [View Fares](#)

02:06p DEN ◀ 12:52a TYSS 1 stop ORD 8h 46m

¹ American Airlines 5149 operated by PSA AIRLINES AS AMERICAN EAGLE
² American Airlines 3049 operated by SKYWEST AIRLINES AS AMERICAN EAGLE

Most Preferred Airline for ORAU [Show all details](#) ▼

American Airlines¹ 06:00a TYSS → 02:53p DEN 1 stop DFW 10h 53m \$422.76 [View Fares](#)

03:57p DEN → 11:19p TYSS 1 stop CLT 5h 22m



American Airlines¹ 06:00a TYS → 02:53p DEN 1 stop DFW 10h 53m \$422.76
 03:57p DEN → 11:19p TYS 1 stop CLT 5h 22m [Hide Fares](#)

¹ American Airlines 5536 operated by PSA AIRLINES AS AMERICAN EAGLE

Most Preferred Airline for ORAU [Hide all details](#) ▾

DEPART ✈ Tue, Jun 1 – Knoxville, TN to Denver, CO / 6h 13m layover in Dallas, TX [Flight details](#) ▾

RETURN ✈ Sat, Jun 5 – Denver, CO to Knoxville, TN / 51m layover in Charlotte, NC [Flight details](#) ▾

Fare Options	Free Checked Bags	Refundable		
Main Cabin (N, S, L, L) Rules Benefits/Services	0	No	✓	\$422.76
Main Cabin Flexible (V, V, Y, Y) Rules Benefits/Services	0	Yes Fees may apply	⚠	\$1,386.22

[View more fares](#)

The system will provide a review of the booking as well as the price and the ticket rules.

When you are ready to Book, select the **Reserve Flight and Continue** button

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$351.50	\$71.26	\$422.76
Total Estimated Cost: \$422.76			
Total Due Now: \$422.76			

METHOD OF PAYMENT
 PLEASE NOTE: All airline tickets will be charged to ORAU's central billing account.

This purchase will be charged to your company directly.

⚠ This is a Non-Refundable Ticket
 Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [Reserve Flight and Continue](#)

The next page will display your trip summary.



On the left (note the Car reserved) and the allowance for lodging and Meals & Incidentals on the right.

*It is important to stay within the allowable rates available for government-funded travel.

* If you are lodging in a different city from your airport destination, the location for hotel per diem will need to be updated to city of lodging.

Trip Summary

- Flights Reserved**
Round Trip
TYS - DEN
Depart: Tue, 06/01/2021
Return: Sat, 06/05/2021
- Car Reserved**
Pick-up: Tue, 06/01/2021
Drop-off: Sat, 06/05/2021
- Select a Hotel**
Nights: 4
Denver Intl Airport, Denver, CO
Check-in: Tue, 06/01/2021
Check-out: Sat, 06/05/2021
- Finalize Trip**

Hotel Per Diem Locations

Search for Locations near:

Country/Region (Select a Country/Region to get a list of locations or States)
United States (US)

State/Province ?
Colorado (CO)

Location
Denver -- Denver County

Lodging Rate	Meals Rate	Incidentals Rate
\$ 199	\$ 71	\$ 5

The next page (top) will display a map of the area with the lodging locations available. You may click on the numbers to display the hotel info.

CHECK-IN TUE, JUN 1 - CHECK-OUT SAT, JUN 5

Hide Map Print / Email FedRoo





Bing © 2021 TomT

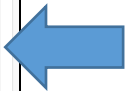
Lodging Per Diem limit for Denver -- Denver County: \$199.00




The bottom of the page will display the available hotels by price. Please note the mileage from the selected area and the star rating.

For details, click **View Rooms**

	1. Hyatt Regency Aurora-Denver 13200 East 14th Place, Aurora, CO 80011 Map it 12.1 miles ★★★★★	\$89 View Rooms
FedRooms Hotel / E-Receipt Enabled		Hotel details
	2. Home2 Suites Denver Intl Airport 6792 Tower Road, Denver, CO 80249 Map it 5.96 miles ★★★★★	\$94 View Rooms
FedRooms Hotel / E-Receipt Enabled		Hotel details
	3. Holiday Inn Express Hotel & Suites 6910 Tower Rd, Denver, CO 80249 Map it 5.8 miles ★★★★★	\$99 View Rooms
FedRooms Hotel / E-Receipt Enabled		Hotel details
	4. Hyatt Place Denver Airport 16250 E 40th Ave, Aurora, CO 80011 Map it 9.06 miles ★★★★★	\$110 View Rooms



	1. Hyatt Regency Aurora-Denver 13200 East 14th Place, Aurora, CO 80011 Map it 12.1 miles ★★★★★	\$89 Hide Rooms
FedRooms Hotel / E-Receipt Enabled		Hotel details
Room Options		
State Government 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy		✓ \$89
State Government 1 Kg Ada Shower-gov Ada King Bed: Roll-in Shower: 400 Sqf: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy		✓ \$89
Government Rate 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet (Apollo) Rules and cancellation policy		✓ \$89



Review and Reserve Hotel

REVIEW HOTEL ROOM Hyatt Regency Aurora-Denver

State Government 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet
4 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Tuesday, June 01, 2021	Saturday, June 05, 2021	13200 East 14th Place Aurora, Colorado 80011	303-365-1234

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Hyatt Regency Aurora-Denver	\$89.00	Jun 01 - Jun 05	\$356.00
Total Estimated Cost: \$356.00*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

Review the information provided and select **Reserve Hotel and Continue** button

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Hyatt Regency Aurora-Denver

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 419.58 USD

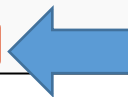
CXL: 4PM HOTEL TIME DAY OF ARRIV TO AVOID 1NT FEE

CREDIT CARD GUARANTEE REQUIRED

I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back

Reserve Hotel and Continue

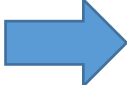









At this point, you will receive a full review of your booking. If in agreement, select the **Next>>** button and follow the prompts to complete the process. Make sure you complete all steps.

Once the ticket has been issued, you will receive a confirmation email from our travel agency along with your e-ticket.

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

If booking airfare, hotel or car rental separately, click on the appropriate icon, fill in the info and click the **Search** button. Follow the prompts for the specific mode of transportation to book your reservation.



Emerald Club Members should always book an intermediate size car. When picking up the car you will be able to choose any car from the Emerald Aisle selections.

Car Search

Pick-up date

Drop-off date

Pick-up car at
 Airport Terminal Off-Airport
Please enter an airport.

Return car to another location
[More Search Options](#)

Search 