

QUICK START GUIDE

Concur Travel Documentation

- [Welcome to Concur](#)
- [Log on to Concur](#)
- [Travel Home Page](#)
- [Travel Profile](#)
- [Travel Reservation](#)
- [Assign Seats](#)
- [Cancel or Change an Airline, Car Rental, or Hotel Reservation](#)

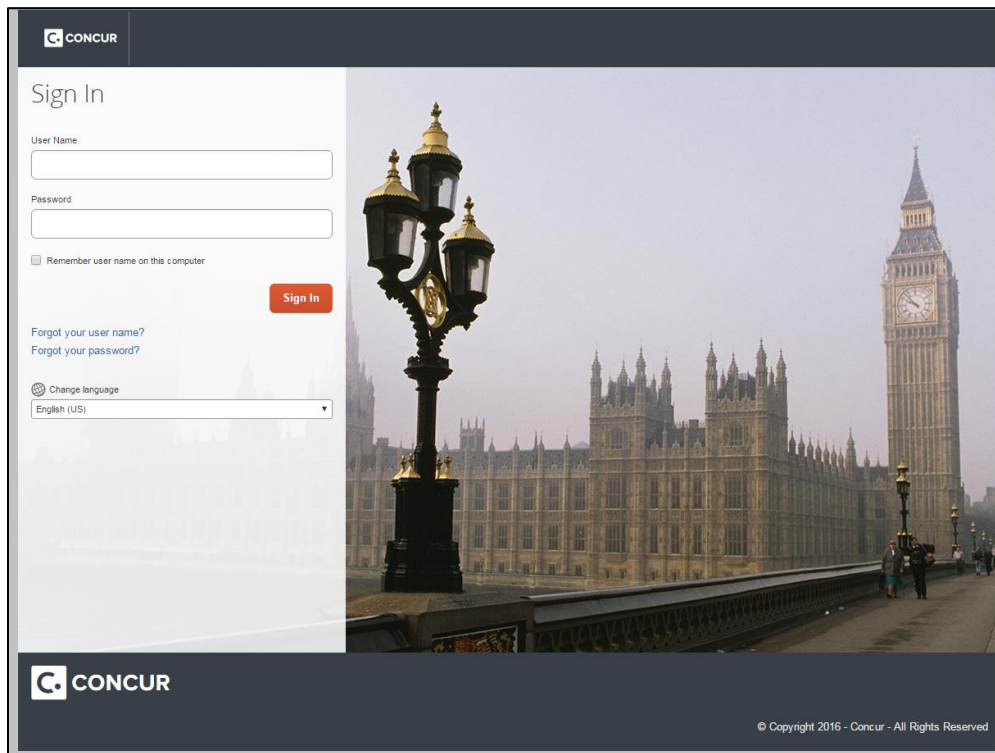
Welcome to Concur

This comprehensive web-based service provides all of the tools users need to book travel, as well as create and submit expense reports. Companies have the option to implement Travel and Expense together or separately. These instructions are specifically focused on Concur Travel. Please contact your company's Concur Administrator for further instructions regarding Concur Expense.

[TOP](#)

Log on to Concur

- Log on to Concur following your company's logon instructions.
 - Your password is case sensitive.
 - If you are not sure how to log on, check with your company's travel administrator.



[TOP](#)

Travel Home Page

The 'Travel Home' page is the main location for Concur Travel's navigational resources. The 'My Concur' page and 'Expense' page are only visible to companies with Concur Expense. The 'My Concur' page combines the Travel Home and Expense navigational resources.

The screenshot shows the Concur Travel Home Page. At the top, there is a navigation bar with the Concur logo and tabs for Travel, Expense, Approvals, Reporting, and App Center. On the right, there are links for Administration, Help, Profile, and a user icon. Below the navigation bar, there are sub-tabs for Travel, Arrangers, Trip Library, Templates, Meetings, Tools, and Meeting Admin. The main content area is divided into several sections:

- Expenselt from Concur:** A blue banner with the text "Take a picture of your receipt. Expenselt does the work for you." and a "Get started" button.
- Travel Alerts:** A section with a blue header and a message: "You haven't signed up to receive e-receipts. Sign up here". Below this are tabs for "Company Notes", "Upcoming Trips", and "Remove Trips".
- Booking for myself | Book for a guest:** A section with icons for Air, Rail, Car, Hotel, and other services.
- Air/Rail Search:** A search form with radio buttons for "Round Trip", "One Way", and "Multi-Segment". It includes fields for "Departure City" and "Arrival City", each with a "Find an airport" and "Select multiple airports" link. A "Search" button is at the bottom, along with a "Show More" link.
- Or, tell us in your words what you want to do:** A text input field with a "Search" button. An example text is "e.g. flight from JFK to Paris on Tuesday".
- Travel Alerts Content:** A white box containing logos for "FOX WORLD TRAVEL" and "FOX PREMIER MEETINGS AND INCENTIVES". It includes the text: "Thank you for using Fox World Travel.", "Concur Training Library - Recorded Videos and Guides", "Concur Travel Live Training Webinars - Click Here for Upcoming Dates", "Concur Tip of the Month", "Hours: Monday - Friday 7:00am - 7:30pm CST", "For Reservation Assistance Call: 1-877-369-2677", "Option 1 for Domestic Reservations", "Option 2 for International Reservations", "Option 3 for Online Navigational Assistance or email online@gofox.com", "* No fees charged for Online Navigational Assistance", and "Airline baggage fee policies".

- **Travel Wizard**
 - This section provides the ability for the user to search and book Air/Rail, Car, Hotel, and other tabs that are customizable to meet company requests.
 - Other tab options that may or may not be visible are: Taxi, Limo, Flight Status, Dining.
- **Travel Alerts**
 - Required profile update alerts will appear in this area with a red exclamation point alert.
 - If the user has unused ticket credits, the link will appear to view further credit details.
 - This is a reminder, and the user does not need to do anything during the booking process.
 - Fox World Travel will automatically apply the unused ticket credit if the new reservation falls within the airline restrictions.
- **Company Notes**
 - This section displays information and links provided by your company.
 - There is also a link on this page to register for one of the upcoming Concur Travel Training webinars. They occur twice monthly, as refreshers or for new travelers.
- **Upcoming Trips**
 - This tab lists any upcoming trips for quick accessibility to view travel details and make changes.

- Trips Awaiting Approval
 - This tab appears if the user is an authorized approver.
 - This may be one company administrator or multiple approving managers.
 - This section lists the trips awaiting your approval.
- Remove Trips
 - This tab only appears for Concur Expense users.
 - It allows the user to remove a trip from the list of items requiring an expense request.

[TOP](#)

Travel Profile

Before you use Travel for the first time, update your profile. You must save your profile before you first attempt to book a trip in Travel. If you are a travel arranger, select the name of the person's profile that you want to edit from the 'Administer for another user...' menu, located in the Profile dropdown (upper-right).

The topics covered within the Travel Profile section are:

- Change Your Password
- Change your Time Zone, Date, Format, or Language
- Update Your Personal Information
- Setup a Travel Arranger or Assistant

Change Your Password

If you enter a password to access Concur, you can change your password on the Profile tab. Some companies have single sign-on capabilities. This allows the user to access Concur through a company portal or intranet site that enters the password for you. If your company has a single sign-on, you will not be able to change your password.

- Profile Dropdown > Profile Settings > Change Password
- Complete the 'New Password' and 'Re-enter Password' fields.
- Enter a word or phrase in the 'Password Hint' field to act as a reminder if you forget your password.
- Click Save.

Screenshot of the > Profile Tab > Change Password.

The screenshot shows the Concur user interface. At the top, there is a navigation bar with the Concur logo and menu items: Travel, Expense, Approvals, Reporting, and App Center. On the right side of the navigation bar, there are dropdown menus for 'Administration' and 'Help', and a 'Profile' dropdown with a user icon. Below the navigation bar, there is a sub-navigation bar with tabs: Profile, Personal Information, Change Password (which is highlighted), System Settings, Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Change Password'. On the left, there is a sidebar menu with 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Sponsored Guest Users, Emergency Contact, Credit Cards) and 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers). The main content area contains the following text: 'A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. All fields are required.' Below this is a 'Note: Passwords are case sensitive.' and a warning box that says 'This will change your password for all Concur products.' There are two input fields: 'New Password' and 'Re-enter New Password'. Below these is a 'Password Hint (we will email this to you if you forget your password)' field. At the bottom of the form are 'Submit' and 'Cancel' buttons.

Change your Time Zone, Date, Format, or Language

This is the location to change regional settings, language, calendar settings, view preferences and e-mail notifications.

- Profile > System Settings
- On the 'System Settings' page, update the appropriate information.
- Click Save.

The screenshot shows the 'System Settings' page in the Concur application. The page is organized into several sections:

- Regional Settings and Language:** Includes fields for Default Language (English (United States)), Number Format (1,000.00), Placement of Currency Symbol (Before the amount), Negative Number Format (-100), Negative Currency Format (-100), mile/km (mile), Date Format (mm/dd/yyyy), Time Format (h:mm AM/PM), Hour/Minute Separator (:), and Time zone (local time) (UTC-08:00 Central Time (US & Canada)).
- Calendar Settings:** Includes Start week on (Sunday), Start Day View At (08:00 am), End Day View At (08:00 pm), and Default View (month).
- Calendar Sync Preferences:** Includes checkboxes for Disable Calendar Integration and Add ONLY Air and Rail to my calendar.
- Other Preferences:** Includes Home Page and Rows per page (25).
- Email Notifications:** Includes checkboxes for Send an email every time something is put in or removed from my approval queue, Send a daily summary of items in my queue, Let me know when one of my requests is approved or denied, Send Confirmation Emails, Send Trip-on-Hold Reminder Emails, Send Ticketed Travel Reminder Email, and Send Cancellation Emails.
- Other Settings:** Includes a checkbox for Run in Concur Accessibility Mode.

At the bottom of the page are Save, Reset, and Cancel buttons.

Update Your Personal Information

Concur uses the information stored within the travelers' profile to customize and expedite the booking and check-in process with the vendors. Complete all fields marked [Required] in order to save your profile. There are several save buttons on the profile page. You only need to save once; as every save button will save the entire profile.

- Profile > Personal Information
- Complete the following sections of your personal travel profile.
 - Name – This is completed during the registration process.
 - The name needs to match the gov't issued photo ID used upon check-in at the airport.
 - If corrections need to be made, please contact your company's Travel Administrator.
 - Company Information
 - Enter your Employee Position or Title. This is a free form text box.
 - Work Address
 - Office locations may be loaded in to Concur.
 - Select your assigned location from the drop-down, and check the 'Address same as' box.
 - The country you select in the work address fields will determine the default map that appears on the 'Concur Travel Map' tab.
 - Home Address

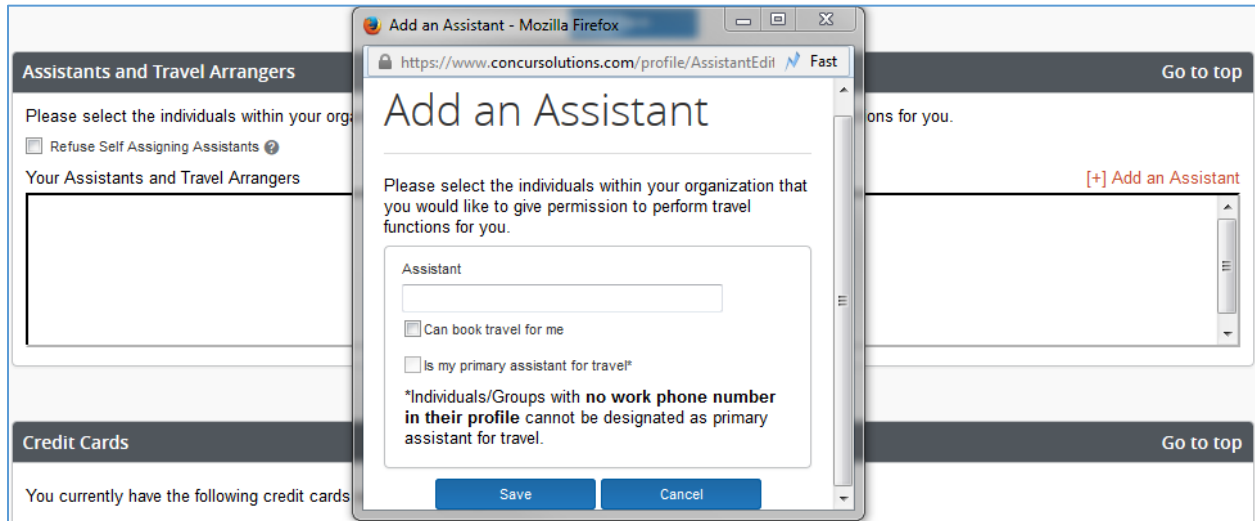
- Contact Information
 - This location is for storing your personal phone numbers.
- E-mail Addresses
 - Enter up to 5 e-mail addresses.
 - Each e-mail listed will be included in any agency-generated emails about your trips.
 - Do not add a 'Primary' Assistant's e-mail in this field.
 - Designate Primary Assistants in the 'Assistants and Travel Arrangers' section.
- Emergency Contact
 - In the case of an emergency, this information is shared with the vendors.
- Travel Preferences
 - Complete this section to communicate your travel preferences to every reservation.
- TSA Secure Flight Information
 - This field is required by the Transportation Security Administration in order to proceed through airport security.
 - Hover over the blue question mark to learn more on the DHS Redress & Known Traveler.
- International Travel: Passports and Visas
 - Passport information is required for International Travel.
 - Depending on the destination, Visas may be required as well.
 - If you book an international reservation, and this information is not entered, a Fox World Travel agent will contact you.
- Assistants and Travel Arrangers
 - Please view the instructions on the next page for further details.
 - The primary assistant's name and work phone number become part of the traveler's GDS profile, if configured.
- Credit Cards – Form of Payment requirements are different for each company.
 - Please see your company's Travel Administrator, with form of payment questions.
 - Assign a 'Default card' for plane tickets, rail tickets, car rentals, or hotel reservations.
 - This will expedite the booking process by always using the designated form of payment.

Setup a Travel Arranger or Assistant

Assign 'Travel Arranger & Assistants' to give other travel users the ability to view and modify your profile; as well as book travel for you. The assistant/travel arranger must have an existing Concur Travel profile, before they can be added to your profile. The Primary Assistant designation will add the name and work phone number of the Primary assistant to your GDS travel profile that is viewed by the agency. This means the primary assistant is included on any agency-generated emails about your trips.

- >Profile >Personal Information >Scroll to the bottom of the page or click 'Assistants/Arrangers' link.
- 'Assistants and Travel Arrangers' section.
 - Click 'Add an Assistant'
 - Search for the assistant's last name

- Hint: When searching, use the following format: *LastName,FirstName* (no spaces).
- For example: Smith,June
- The 'Assistant' dropdown list displays any individuals that match your search criteria.
- Select the appropriate name from the list.
- Check the box 'Can book travel for me'.
- If applicable, check the box 'Is my primary assistant for travel'.
 - Only One Primary Assistant is allowed.



[TOP](#)

Make a Travel Reservation

The following instructions outline the steps for an Air, Car, and Hotel reservation all at once.

- Concur Travel Home Page
- Click the 'Flight/Rail' tab on the left side of the screen, within the 'Travel Wizard'.
- Select one of the following types of flight options: Round Trip, One Way, Multi-Segment.
- Departure City and Arrival City fields – type the 3 digit airport code or spell out the city name.
- Departure and Return date fields - Select the appropriate dates from the calendar.
- If you need a car, select the 'Pick-up/Drop-off car at Airport' checkbox.
 - Off-airport car searches can be made on the Car Results page.
 - Depending on your company's configuration, you see a check box to automatically reserve a car. This will bypass the car results page during the booking process. After you select a vendor and car type, a car is automatically added to your reservation.
- If you need a hotel, select the 'Find a Hotel' checkbox.
 - Search for the hotel by Airport, Address, Company Location, Reference Point or Zip Code
 - If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel on the 'Travel Details' page.
- Click 'Search' to view flight options and proceed with the booking process.
 - Depending on your company's configuration, a pop-up may appear notifying you that there are non-stop flights, but they don't exactly fit the times you have entered.

Booking for myself | [Book for a guest](#)

Air/Rail Search

Round Trip
 One Way
 Multi-Segment

Departure City [?]
 SEA - Seattle Tacoma Intl Arprt - Seattle, WA
[Find an airport](#) | [Select multiple airports](#)

Arrival City [?]

[Find an airport](#) | [Select multiple airports](#)

Departure [?]
 depart Morning ± 3

Return [?]
 depart Morning ± 3

Pick-up/Drop-off car at airport
 Find a Hotel

Specify airline [?]
 Refundable only air fares

Class of Service: Economy class [?]

Search flights by Price Schedule

Air Search Results Page

- Filter the results using the matrix grid on the top of the Air results page or use the filters on the right.
- Click on the 'Shop by Fares' or 'Shop by Schedule' tabs to adjust the flight option display.
 - Shop by Fares – Displays the 10 lowest round-trip fares for the dates and times requested.
 - Click the 'more like this' link, to adjust the round-trip options to meet your needs.
 - Shop by Schedule – Allows the user to select the outbound and return flights individually.
 - Click the radio button on the left side of the flights to select the outbound & return flights.
 - Click 'Price these options' to obtain the round-trip fare.
- Click 'View Fares to expand flight details, seats, fare rules and frequent flier information.
 - See the [Assign Seats](#) instructions for details on how to assign seats.
 - Policy information appears next to the 'Select' button.
 - The 'Select' buttons are color coded as:
 - Green – Indicates the fare is within policy.
 - Yellow – Indicates the fare is outside of policy. If selected a reason code must be selected.
 - Red – Indicates the fare is outside of policy. If selected approval is required.
 - The trip will not be ticketed until is approved by a manager.
 - A reason code must also be selected before sending off for approval.
- Click the blue fare button to reserve your airfare.
 - Options to select a form of payment or enter in TSA may be requested on the following page.

CONCUR | Travel | Expense | Approvals | Reporting | App Center | Administration | Help | Profile

Travel | Arrangers | Trip Library | Templates | Meetings | Tools

Trip Summary

Select Flights or Trains
 Round Trip
 SEA - DFW
 Depart: Wed, 11/30/2016
 Return: Thu, 12/01/2016

Finalize Trip

Change Search

Depart - Wed, Nov 30
 Depart: 05:45 A - 11:45 P
 Arrive: 12:25 P - 08:30 A

Return - Thu, Dec 1
 Depart: 06:00 A - 07:45 P
 Arrive: 09:35 A - 12:10 A

Price
 Price: \$257.20 - \$1,406.20

Display Settings
 Hide Non-refundable Fares
 Hide Propeller Planes
 Depart/Return Same Airport Only

SEATTLE, WA TO DALLAS, TX WED, NOV 30 - THU, DEC 1

Print / Email | Hide matrix

All	Delta	United	Spirit Airlines	American Airlines	Alaska Airlines	Multiple
250 results		Preferred				
Nonstop 32 results	—	—	—	268.20 20 results	297.20 4 results	1,406.20 8 results
1 stop 215 results	353.20 16 results	280.70 117 results	273.20 2 results	305.70 8 results	276.70 4 results	301.20 68 results
2 stops 1 results	—	—	257.20 1 results	—	—	—
3 stops 2 results	—	—	285.20 2 results	—	—	—

Show fare display legend | Baggage Fee Policies

Shop by Fares | Shop by Schedule | Sorted By: Custom

This is a test
 Displaying: 250 out of 250 results. | Previous | Page: 1 of 25 | Next | All

Spirit Airlines 06:35a SEA → 04:05p DFW 1 stop LAS 7h 30m **\$257.20**
 04:55p DFW → 12:10a SEA 2 -/LAS 9h 15m
 This fare requires approval

Least Cost Logical Fare | Show all details

American Airlines 09:54a SEA → 03:45p DFW Nonstop 3h 51m **From \$268.20**
 12:35p DFW → 02:48p SEA Nonstop 4h 13m **View Fares**

Assign Seats

Seat Assignments can be selected in two locations during the booking process. The first location is on the Air Search Results page, and the second location is on the Travel Details page.

Assign Seat Locations

- Air Search Results page – Locate the **View seats** link next to the flight segment.
 - If you are on the 'Show by Fares' tab, click the 'Show Details' link to locate the seat icon.
 - This location is unable to read a frequent flyer number entered in a profile.
 - If you have frequent flyer status that qualifies for an upgrade, request seats on the Travel Details.

OR

- Travel Details page – Locate the link next to the flight details that says 'Change Seat' or 'Assign Seat'.
 - The profile is moved over and the airline can read your frequent flyer number.
 - If you have frequent flyer status that qualifies for an upgrade, select a yellow highlighted seat.

Assign Seats Process

- Open the Seat map and select an available seat for each flight individually.
- A code index for the seat map appears at the bottom of the seat map pop-up window.
 - Seats marked handicapped can only be selected by a travel agent.
- Once a seat is selected, close out of the window.
- Repeat the process for all flight segments in the itinerary.

Seat Map

American #338 / Boeing 757-200 / Dallas Ft Worth Intl (DFW) - Seattle Tacoma Intl Arpt (SEA)

Seat assignment is subject to change up until time of departure

Available **Occupied or Unavailable** **Selected** **Exit row** **No seating**

Preferential **Preferential**

Paid preferential **Paid preferential**

Select a Car

If you selected 'Pick Up/Drop off Car at airport' in the beginning of the search request, the car search results page will appear. If you selected 'Automatically reserve this car', Concur will add your car and then display the hotel search results page.

- Select the desired car rental company, rate, and size of vehicle.
 - Company preferred vendors will be indicated via text within the search results
 - User the filters within the matrix grid on the top of the page, or the filters on the right side.
 - Click the car image to view the maximum capacity for passengers and bags.

- 'Car Booking Options' box
 - Depending on your company's configuration, the option to request 'In-car GPS system' or 'Ski rack' may be available.
 - Car Program ID numbers may also be added here, if it is not already stored in your profile.
- Click the blue rate box next to your desired selection to reserve.

Select a Car

Pick-up: Wed, 09/28/2016
Drop-off: Thu, 09/29/2016

[Finalize Trip](#)

[Change Car Search](#)

Car Display Filters

Unlimited miles

Air conditioning

Hybrid

Car Transmission

Automatic

Manual

Print / Email

PICK UP: (DFW) ON WED, SEP 28 12:00 PM
RETURN: THU, SEP 29 12:00 PM

[Hide matrix](#)

All								
93 results	Economy Car	Compact Car	Intermediate Car	Intermediate Car Hybrid	Standard Car	Standard Convertible	Full-size Car	Premium C
Enterprise	48.91	47.96	49.84	--	54.93	--	59.68	76.42
Most Preferred								
National	66.63	62.50	63.50	--	64.50	--	65.50	110.89
Most Preferred								
Budget	54.00	57.60	61.65	--	60.30	134.10	64.80	82.35
Preferred								
Thrifty	47.00	48.00	50.00	--	51.00	--	51.00	--
Alamo	51.46	50.46	52.44	--	57.80	--	62.80	80.41
Hertz	66.99	73.59	78.31	86.14	86.80	--	86.80	112.28
AVIS	72.20	77.90	82.65	--	87.40	--	92.15	119.70

Sorted By: Policy - Most Compliant

Displaying: 93 out of 93 results. Previous | Page: 1 of 10 | Next | All

Enterprise **Compact Car - \$47.96 per day (Apollo)**

Unlimited miles
Pick-up: Terminal: DFW
Automatic transmission
(Corporate rate)

Total cost*
\$71.05
This rate requires approval

Most Preferred Vendor for Fox World Travel / E-Receipt Enabled [Location info](#)

Enterprise **Economy Car - \$48.91 per day (Apollo)**

Unlimited miles
Pick-up: Terminal: DFW
Automatic transmission
(Corporate rate)

Total cost*
\$72.25
This rate requires approval

Most Preferred Vendor for Fox World Travel / E-Receipt Enabled [Location info](#)

Select a Hotel

If you selected the 'Find a Hotel' option in the beginning of the search request, the hotel search results page will appear after you choose your car rental.

- Sort the list of hotels by Preference, Price, Rating, Distance, or Policy.
 - Depending on your company's configuration, you may be prompted to provide the hotel information if you are booking a roundtrip overnight stay without a hotel.
- Apply Filters within the Hotel Map or by using the filters listed on the right side.
 - Other search options are: by hotel chain, hotel name, and amenities.
 - Company preferred hotel properties will be indicated by the text "Preferred Hotel."
 - Preferred hotel chains will be indicated by the text "Preferred Vendor".
- Click the 'Choose Room' link below the desired hotel to view all the rate categories.

- Watch for bolded **Deposit Required, Pre-pay** rates, and other non-refundable rate categories.
- Click the blue button next to the rate category and room type that best meets your needs.
- Click 'Reserve'.
- Review the 'Rate details/Cancellation' policy pop-up window.
- Click 'I agree to the rate details and cancellation policy'.
- Click 'Continue'.
- Select the form of payment to reserve the hotel.

Select a Hotel

Nights: 1
Appleton, WI 54911, USA

Check-in: Thu, 10/13/2016
Check-out: Fri, 10/14/2016

Finalize Trip

Change Search

Price: \$46 - \$379

Display Settings
 E-Receipt Enabled

Hotel chain
 Chain Superchain

- Americas (1)
- Best Western (1)
- Cambria Suites (1)
- Comfort Suites (1)
- Country Inn (2)
- Extended Stay (1)

Check All | Reset

Hotel Amenities

- Breakfast (20)
- Broadband Internet (24)
- Business center (21)
- Convention center (0)
- Dry cleaning (18)
- Fitness center (16)

CHECK-IN THU, OCT 13 - CHECK-OUT FRI, OCT 14

Sorted By: Policy - Most Compliant With names containing:

Displaying: 32 out of 32 results. Previous 1 2 Next | All

1. Howard Johnson Inn Appleton
200 N Perkins St, 41 N Exit 137 Colleg, Appleton, WI 54914 [Map it](#)

3.63 miles ★★★★★

From **\$47**

[View Rooms](#)

[Hotel details](#)

2. Motel 6 Appleton
210 N Westhill Blvd, Appleton, WI 54914-2803 [Map it](#)

4.57 miles ★★★★★

From **\$48**

[View Rooms](#)

[Hotel details](#)

Complete the Reservation

- Travel Details page.
 - [Assign Seats](#) on this page if you have a frequent flyer number with status entered in your profile.
 - Review the details of the reservation.
 - Make any changes to the itinerary or book a hotel if it is not for the entire length of the stay.
 - Click 'Next'.
- Trip Booking Information page.
 - Trip Name is auto-populated.
 - Change this field if you wish to find it easier within your trip library.
 - Trip Description can remain blank, or fill it in with details for your own records.
 - 'Notes to the Agent'
 - If you have any special requests for the travel agent, please enter them here.

- Some request may result in a higher fee.
 - Complete any other company specific questions that may be required for reporting.
 - Seat Enhancement
 - Click 'Next'.
- Trip Confirmation page.
 - Final review of all the trip details before sending the reservation off for ticketing.
 - There is an option to click 'previous' if any changes need to be made.
 - Click 'Purchase Ticket'.
- FINISHED!
 - Look for the word finished at the top of the screen.
 - This reservation is now on its way through the quality assurance, file finishing, and ticket process.

[TOP](#)

Cancel or Change an Airline, Car Rental, or Hotel Reservation

Company configurations may or may not allow flight changes. Contact a Fox world Travel agent if you need to make a change to the air portion of your reservation. Flight cancellations will automatically void, refund or file the non-refundable tickets for future use, in accordance with airline rules and restrictions.

- **Concur Travel Home page > Upcoming Trips tab**
- Click on the name of the trip you wish to change. This will take you to the 'Travel Overview' page.
- Action items are listed in the top left of the screen and under the 'Add to your Itinerary' box on the right.

Company Notes		Upcoming Trips	Remove Trips		
Add new itinerary manually					
Trip Name/Description	Status	Start Date	End Date	Action	
Trip from Minneapolis/St. Paul to Atlanta (KC7FWO)	<p style="color: red;">Awaiting approval by Vince Fentress Approval deadline is 06/24/2016 09:00 pm Central.</p> <p style="color: red;">Trip will be automatically cancelled if not approved by then.</p>	12/29/2016	12/30/2016	Cancel Trip	

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 Minneapolis/St. Paul to Atlanta [\(Edit\)](#)

Start Date: December 29, 2016

End Date: December 30, 2016

Created: June 23, 2016, Vince Fentress *(Modified: June 23, 2016)*

Description: (No Description Available) [\(Edit\)](#)

What is your Cost Center?: D685

Agency Record Locator: KC7FWO


Passengers: Vince S Fentress


Total Estimated Cost: \$563.20 USD [\(Details\)](#)


i This trip requires approval.
The deadline for approval is: 06/24/2016 9:00 PM Central


[Change frequent flyer program](#)

Add to your Itinerary

 [Car](#)

 [Hotel](#)

 [Parking](#)

 [Add User](#)
[Supplied Hotel](#)

Booked outside Concur? Enter your trip manually, connect with [Tript](#), or send your itinerary to plans@concur.com.

[TOP](#)