Concur Job Aid for Travel Estimates

Please use Concur’s Travel module to get estimates for trip costs to use for your Travel Request. Once your trip is fully approved, please return to your approved Request to complete travel booking.

To get to the Concur Travel module, log into Zintelllect, select View Travel on your participant dashboard, then select Go to Concur.
You will automatically be taken to Concur’s homepage.

Click on the **Travel** tab.
Once you have selected the **Travel** tab, this page will appear:

If you are interested in signing up for **Tripit Pro** or **e-receipts** sign up under **Travel Alerts**.

Next, select your traveler type. You will select Participant Travel.
To look up airfare, rental car or lodging estimates, click on either the plane, car, or bed icon on the left of the screen.

For **Airfare** estimates, follow these steps:

1. Choose the airfare icon
2. Select Round Trip, One Way or Multi City
3. Enter the From location and To location
4. Enter Depart and Return information
5. Click Search
Once you click Search this page will appear:

Click on View Fares to see more information on the flights. **Use this estimate for your travel Request.**
The Green Check Mark means this flight is within ORAU's Travel Policy. The yellow exclamation mark means this flight triggers an audit rule and manager approval is required.

Click the blue box beside the green arrow and this page will appear:
Do Not Reserve Flight and Continue until your trip is fully approved. Click the back button to return to the travel module.

For Hotel estimates, follow these steps:

1. Click the hotel icon
2. Enter the check in and check out dates
3. Enter the mileage information
4. Click how far you want to stay away from the airport, company location, address or reference point/zip code
5. If you choose reference point/zip code, enter that information in the box provided
6. Click Search
Once you click Search, this page will appear:

Click Next once you have reviewed the Lodging rates for the city and state you entered for lodging.
After you click Next, this page will appear:

*Reminder: If GSA rate at hotel is available, you must give justification as to why that rate was not chosen, or if another hotel was chosen at a higher rate. It is important to review your cancellation policy prior to confirming your reservation. Please be aware that choosing “select” for your hotel choice will create a guaranteed reservation with the hotel and be subject to cancellation penalties. You must “submit for purchase” to ensure invoicing is completed.*

*ORAU Negotiated Rates may not be available for every date requested.*

Review the fares listed to get an idea of what to put on your Travel Request for Lodging.
Click View Rooms on the hotel of your choice to see the full estimated cost of your stay. Once you click View Rooms this page will appear:
Do not Reserve the Hotel until your trip is fully approved. Click the back button to return to the travel module.

For Rental Car estimates, follow these steps:

1. Click the car icon
2. Enter the pick-up and drop-off dates and times
3. Choose Airport terminal and enter airport or Off-Airport and enter location
4. If you plan to return the vehicle to another location, click Return car to another location
5. Enter the return location
6. Click Search
This page will appear showing rental car options:
Click on the blue button that shows the cost of the rental vehicle and this page will appear:

Use the cost shown for the rental car estimate on your travel request.

**Do not reserve the car until your trip is fully approved. Click the back button to return to the Travel Module.**