

# Quick Guide: Concur Booking Rental Car

## Guide Overview

This Guide will take you through the basic steps for the online booking of car rentals.

## Accessing Concur

Go to [bronchotravel.uco.edu](http://bronchotravel.uco.edu) and login with your UCO credentials.

## Trip Search – Rental Car


On the left side of the screen is the **Trip Search** which allows you online booking capabilities for rental cars.

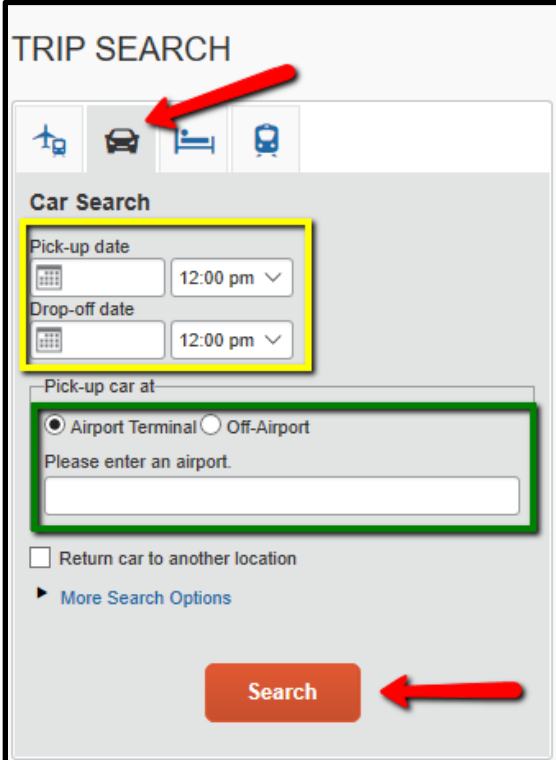
Please note, **Booking Online** without airfare will incur a **\$3.00 fee**. There is no additional fee when booking a rental car in conjunction with airfare.

---





## Rental Car

---

1. From the Trip Search on the left side of the Concur homepage, click on the **Car**  icon.
  - a. Select a **Pick-up date** and **time** then select a **Drop-off date** and **time**.
  - b. By default, the pick-up location will prompt a search based off of pick-up airport. If picking up the car from an airport, type in the **airport**.
  - c. If picking up the car from another location, click **Off-Airport** and then **Search**.



TRIP SEARCH

**Car Search**

Pick-up date  
 12:00 pm ▾

Drop-off date  
 12:00 pm ▾

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

Return car to another location

▶ [More Search Options](#)

## Quick Guide: Concur Booking Rental Car

- d. You will be prompted to search on **miles** from the **selected location**.
- e. When the appropriate selections have been made, click **Search**.

Search for an off-airport car location

Find car locations within  miles from

Airport       Address

Company Location       Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Results will display in a matrix at the top of the screen with the preferred vendor listed first.

PICK UP: (SEA) ON THU, JUN 20 12:00 PM      Show as USD

RETURN: FRI, JUN 21 12:00 PM

[Hide matrix](#)   [Print / Email](#)

All 7 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Standard SUV
Preferred	48.03	48.03	50.52	50.52	53.95	77.65	79.02

Sorted By:

Displaying: 7 out of 7 results.

**Economy Car - \$31.61 per day (Worldspan)**  
Automatic transmission  
Unlimited miles, Pick-up: Terminal: SEA  
Adults: 2, Children: 2, Large bags: 1, Small bags: 1  
(Corporate rate)

Total cost\* **\$48.03**

Preferred Car Vendor for University of Central Oklahoma / E-Receipt Enabled

[Location details](#)

- 2. Once the car has been chosen, click the blue button with the correct **price**.
  - a. In general, rental cars are not considered reimbursable for travel in the vicinity of the event unless a rental car is justified as the mode of transportation for the entire trip. The rental car must be justified or the difference will need to be refunded.

# Quick Guide: Concur Booking Rental Car

The **Review and Reserve Car** page appears.

- a. Scroll through the page and review the driver, pricing information and payment method. Please note that a default payment method can be added in your **Profile**. See the document on **Profile** for more information.

3. Click **Reserve Car and Continue**.

### Trip Summary

- Car Selected**  
Pick-up: Thu, 06/20/2019  
Drop-off: Fri, 06/21/2019
- Finalize Trip**

## Review and Reserve Car

### REVIEW RENTAL CAR

Enterprise Car Rental

Type	Pick-up	Drop-off
Standard Car	Airport Terminal	Airport Terminal
Features	SEA: Seattle	SEA: Seattle
	12:00 pm Thu, 06/20/2019	12:00 pm Fri, 06/21/2019

### PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)  
Ex: Need early pick-up (10am)  Include in-car GPS system

### ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ?

Driver [Edit](#) | [Review all](#)

Name: Buddy Broncho Phone: (405) 974-2000


Rental Car Agency Program [Add a Program](#)

No Program selected

### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$33.53	Jun 20 - Jun 21	\$50.52*
Total Estimated Cost:			\$50.52
Total Due Now:			\$0.00**

\* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.  
\*\* Remaining amount due at rental location.

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



# Quick Guide: Concur Booking Rental Car

Next, the **Travel Details** page appears. Scroll through the page and review the details, including the estimated cost. Please note that the cost listed does not include the **Booking Fee** from the contracted travel agency, if booking without airfare.

4. Click **Next** to continue.


## Travel Details

### TRIP OVERVIEW

<b>I want to...</b> <a href="#">Print Itinerary</a> <a href="#">E-mail Itinerary</a>	<b>Trip Name:</b> Car Reservation at SEATTLE <a href="#">(Edit)</a> <b>Start Date:</b> June 20, 2019 <b>End Date:</b> June 21, 2019 <b>Created:</b> June 19, 2019, Buddy Broncho <i>(Modified: June 19, 2019)</i> <b>Description:</b> (No Description Available) <a href="#">(Edit)</a> <b>Agency Record Locator:</b> 29M3C2 <b>Reservation for:</b> Buddy Broncho <b>Total Estimated Cost:</b> \$50.52 USD <a href="#">(Details)</a>	<b>Add to your Itinerary</b>  <a href="#">Car</a>  <a href="#">Hotel</a>
--	--	---

### RESERVATIONS

Thursday, June 20, 2019

 **Enterprise Car Rental at: Seattle US (SEA)** [Change](#) | [Cancel](#)  
Pick-up at: Seattle US (SEA)  
**Pick Up: 12:00 PM** *Thu Jun 20*  
Pick-up at: [Seattle US \(SEA\)](#)  
Number of Cars: 1  
**Return: 12:00 PM** *Fri Jun 21*  
Returning to: [Seattle US \(SEA\)](#)  
**Confirmation: 1055906783COUNT**  
Status: **Confirmed**  
Frequent Guest Number: 17148174  
Rate Code: Z36QY1  
**Additional Details**  
Rate: \$33.53 USD daily rate, unlimited miles; \$33.53 USD extra daily rate, unlimited miles; \$11.06 USD extra hourly rate, unlimited miles  
Total Rate: \$50.52 USD Corporate Discount: XZ51K16  
**Rental Details**  
Standard / Car / Automatic transmission / Air conditioning  
[Add to your Itinerary](#)


### TOTAL ESTIMATED COST

Car:	\$50.52 USD
Total Estimated Cost:	\$50.52 USD

### REMARKS

OLB-DEFAULT TRAVEL CLASS  
U89/TID6432688551  
U11/  
U25/20193363

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](#)

## Quick Guide: Concur Booking Rental Car

Next, the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a Trip Description to further clarify the travel objective.

5. You will need to enter in your **Travel Request ID**.
  - a. The **Request ID** is located on the Request Header.

### Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

<b>Trip Name</b> This will appear in your upcoming trip list.	<b>Trip Description (optional)</b> Used to identify the trip purpose
<input type="text" value="Car/Hotel Reservation"/>	<input type="text"/>

<b>Comments for the Travel Agent (optional)</b> Special Requests may incur a higher service fee.	Send a copy of the confirmation to:
<input type="text"/>	<input type="text"/>

Send my email confirmation as  
HTML Plain-text

Please add your Travel Request ID number [Required]

6. Click **Next**.

# Quick Guide: Concur Booking Rental Car

7. Next, the **Trip Confirmation** page appears.

## Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.  
To **CANCEL**, press the Cancel button.

### TRIP OVERVIEW

**Trip Name:** Car/Hotel Reservation  
**Start Date:** June 20, 2019  
**End Date:** June 21, 2019  
**Created:** June 19, 2019, Buddy Broncho (*Modified: June 19, 2019*)  
**Description:** (No Description Available)  
**Please add your travel request ID number:** 227F  
**Agency Record Locator:** 29M3C2  
**Reservation for:** Buddy Broncho  
**Total Estimated Cost:** \$50.52 USD  
**Agency Name:** Travel Incorporated 60E  
**Daytime Phone:** [800-246-7129](tel:800-246-7129) / [770-291-4254](tel:770-291-4254)

### RESERVATIONS

Thursday, June 20, 2019



#### Enterprise Car Rental at: Seattle US (SEA)

Pick-up at: Seattle US (SEA)

**Pick Up: 12:00 PM** *Thu Jun 20*  
Pick-up at: Seattle US (SEA)  
Number of Cars: 1

**Return: 12:00 PM** *Fri Jun 21*  
Returning to: Seattle US (SEA)

**Confirmation: 1055906783COUNT**  
Status: **Confirmed**  
Frequent Guest Number: 17148174  
Rate Code: Z36QYI

**Additional Details**  
Rate: \$33.53 USD daily rate, unlimited miles; \$33.53 USD extra daily rate, unlimited miles; \$11.06 USD extra hourly rate, unlimited miles  
Total Rate: \$50.52 USD  
Corporate Discount: XZ51K16

**Rental Details**  
Standard / Car / Automatic transmission / Air conditioning



## Quick Guide: Concur Booking Rental Car

- Click **Confirm Booking** to send your request to the travel agency.


TOTAL ESTIMATED COST	
Car:	\$50.52 USD
Total Estimated Cost:	\$50.52 USD



REMARKS
OLB-DEFAULT TRAVEL CLASS U89/TID6432688551 U11/ U25/20193363

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)



The **Finished!** screen shows your confirmation number and you will soon receive an email with the itinerary listed.

Finished!
<p>Your reservation has been booked, but not yet processed. Travel Incorporated will send you the final itinerary/invoice once completed. If you do not receive your email within 24 hours, please call the Travel Incorporated Online Technical Support Desk at <a href="tel:1-866-738-6444">1-866-738-6444</a> for assistance.</p>
<p><b>Trip Record Locator : 29M3C2</b></p>
<p>This trip complies with your travel policy. Your itinerary has been saved. Travel Incorporated 60E will service your itinerary. <b>Please Note:</b> Fares are not guaranteed until tickets are issued and are subject to change without notice.</p>
<p>Travel Contact Information <a href="tel:800-246-7129">800-246-7129</a> / <a href="tel:770-291-4254">770-291-4254</a> If you do not receive an e-mail confirmation of your itinerary within 24 hours please contact your travel manager.</p>
TRIP OVERVIEW
 <p>Trip Name: Car/Hotel Reservation Start Date: June 20, 2019 End Date: June 21, 2019 Created: June 19, 2019, Buddy Broncho (Modified: June 19, 2019) Description: (No Description Available) Please add your travel request ID number: 227F Agency Record Locator: 29M3C2 Reservation for: Buddy Broncho Total Estimated Cost: \$50.52 USD</p>
 <p>Agency Name: Travel Incorporated 60E Daytime Phone: <a href="tel:800-246-7129">800-246-7129</a> / <a href="tel:770-291-4254">770-291-4254</a></p>

## Quick Guide: Concur Booking Rental Car

---

You can email or print your itinerary.

Your itinerary has been saved.

[Print Itinerary](#) [E-mail Itinerary](#) [Return to Travel Center](#)

Note that if you need to cancel the Car Rental, most can be canceled within 24 hours without penalty however, please refer to your specific reservation for more details.