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 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.
d. You will be prompted to search on **miles** from the **selected location**.

e. When the appropriate selections have been made, click **Search**.

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

6. Click **Next**.
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 50E
- **Daytime Phone:** 800-246-7129 / 770-291-4254

**RESERVATIONS**

**Thursday, June 20, 2019**

**Enterprise Car Rental 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:** 10555906783COUNT

**Status:** Confirmed
Frequent Guest Number: 17143174
Rate Code: Z36QY1

**Additional Details**
- Rate: $33.53 USD daily rate, unlimited miles; $33.53 USD extra daily rate, unlimited miles; $11.08 USD extra hourly rate, unlimited miles
- **Total Rate:** $50.52 USD
- Corporate Discount: XZ51K16

**Rental Details**
- Standard / Car / Automatic transmission / Air conditioning
8. Click **Confirm Booking** to send your request to the travel agency.

![TOTAL ESTIMATED COST](image1)

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

![Finished!](image2)
You can email or print your itinerary.

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.