

## Concur Travel Quick Start Guide

### Getting Started: Access IEEE Concur Expense & Travel

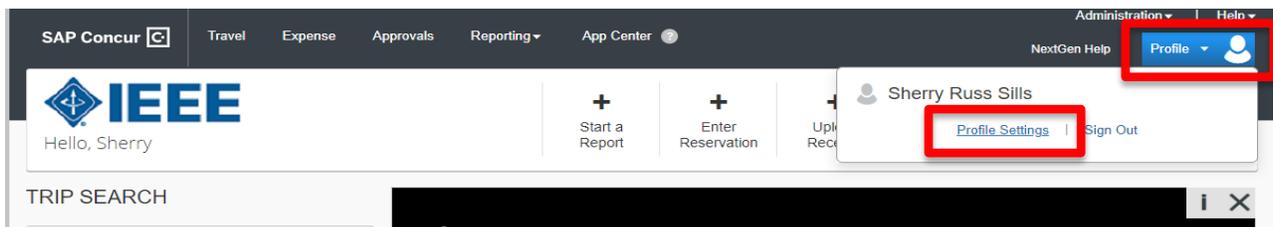
You can access Concur from anywhere on the [InsideIEEE](#) intranet by selecting 'Quick Links' at the top of any page, then selecting the "[Concur Expense & Travel](#)" link. Concur has IEEE single sign-on and does not require a separate username or password. You may also want to add this same link to your bookmarks.

Note: All full-time employees have access to Concur Expense & Travel by default. Temporary employees currently are not granted access to Concur, per policy.

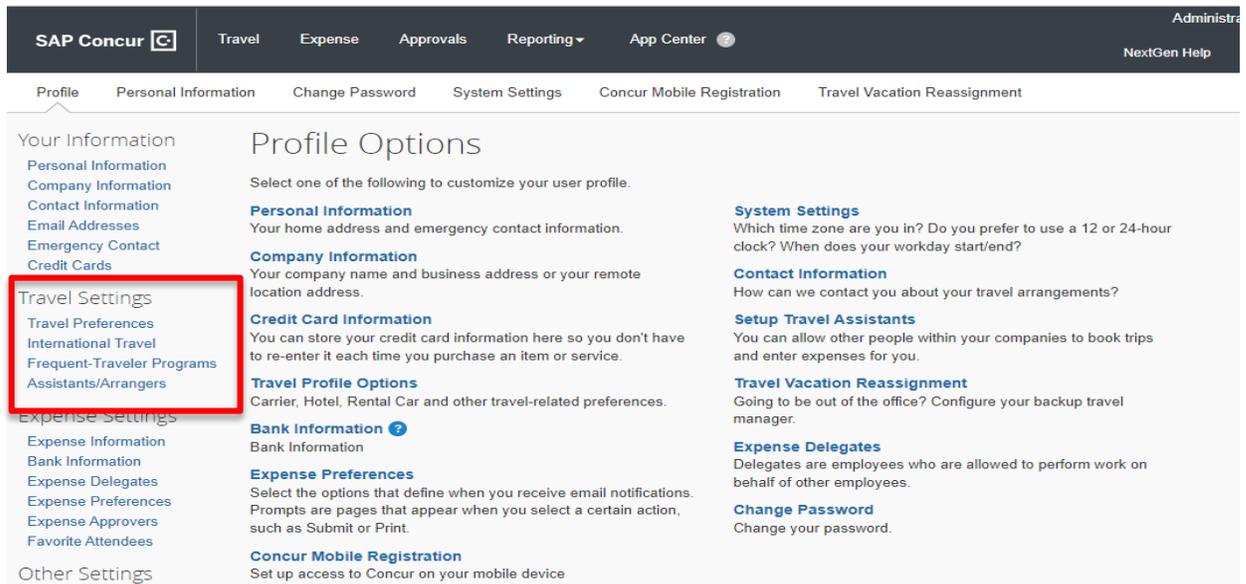
### Review and Complete Profile Settings

Before you use Concur Travel for the first time, you will need to update your Travel profile. Even if you don't make any changes, you must save your profile before you can book a trip in Concur Travel. To access your Concur Travel Profile information:

1. Select Profile in the upper right-hand corner of the SAP Concur IEEE home screen.
2. Select Profile Settings to see the menu for Profile Update Options.



3. On the Profile Options page, select the appropriate Travel Settings links on the left side of the page.



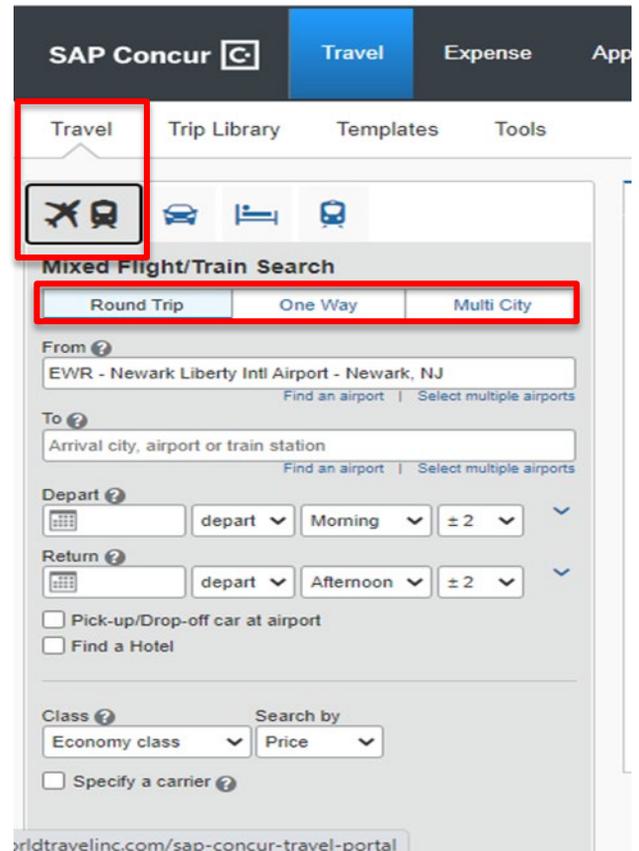
4. Update the appropriate information and click Save.

**Note:** Complete all required fields including your legal name on your travel document (Driver’s License or Passport), date of birth and gender before saving your profile.

5. Once your profile information is entered and saved, it will be electronically routed to IEEE’s corporate travel agency of record, World Travel, Inc. You are now ready to begin your flight search.

### Making a Flight Reservation

1. Select “Travel” on the top left navigation menu.
2. Click Airplane/Train icon at the top of the page.
3. Click to Select a Flight Search type:
  - Round trip
  - One Way
  - Multi-City
4. Enter the ‘From’ and ‘To’ details using the city name, airport code or train station name. Use “Find an Airport” if you are unfamiliar with the area.
5. Click the calendar in the Depart and Return fields to select dates (*shows inventory up to 331 days out.*).
6. Select ‘Depart’ or ‘Arrive’ in the drop-down boxes to direct the basis for the time search.
7. Select a portion of day or a specific time in the ‘Time’ drop-down boxes.
8. Select a time range around your set time for the search. The wider the range of hours before and after your times (+3 field), the more flight options will be returned.
9. Check the car and/or hotel box, if desired.
10. Choose a Class option from the drop-down list. Economy is set by default and can be changed, as needed.
11. Set a ‘Search by’ preference. Default is ‘by Fares’ but you may choose to adjust this to ‘by Schedule’.
12. Check the ‘Specify Carrier’ box to search by a specific carrier (e.g., United), if desired.
13. Click Search.

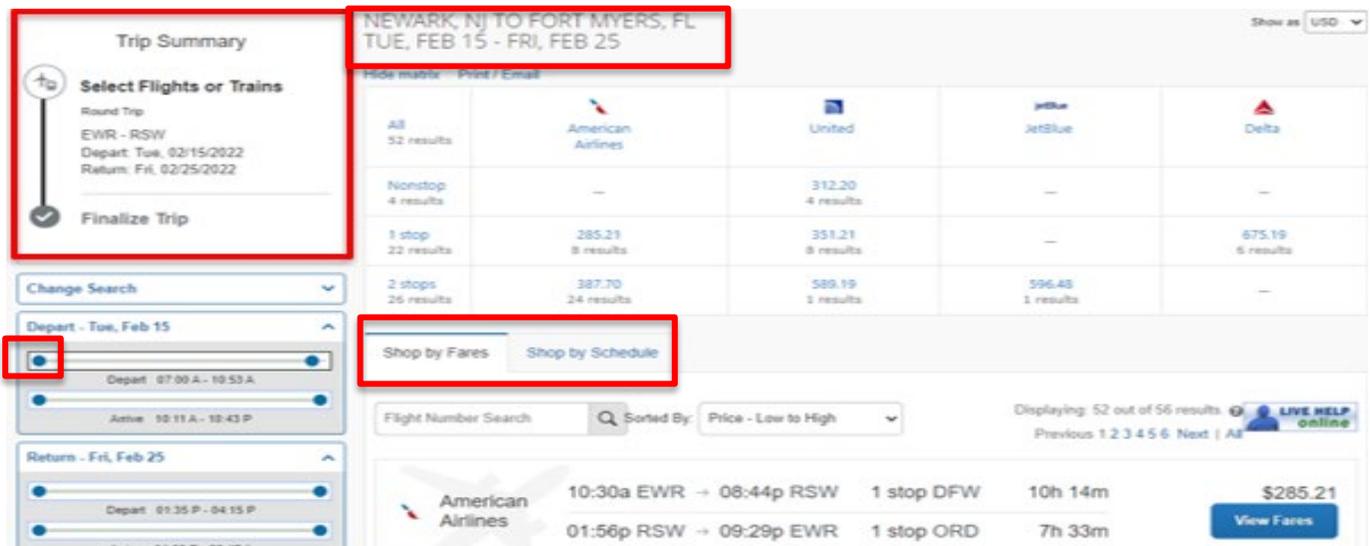


**Notes:** If your Travel Profile was not completed, a notification window will appear after selecting ‘Search’ to advise that your profile must be completed before the system will allow you to continue.

Please refer to [IEEE’s Travel and Expense Reimbursement Guidelines](#) for travel reimbursement guidelines.

## Selecting Your Flights

Flight Search Results will appear based on your selected parameters. Your selected parameters will appear as a 'Trip Summary' on the top left side of the results page. Within this page, you have the option to adjust your search utilizing the slide toggles. Click-hold a blue dot and move it right or left.



1. Select the 'Shop by Fares' or 'Shop by Schedule' tab above the flight list.
2. Select flights by clicking 'Select' if 'by Schedule' or the 'View Fare' and then the amount button if 'by Fare.'
3. If 'by Fare,' an option might appear on the next screen after selecting a flight. If so, Select that flight.
4. Review the flight segments and Traveler Information before adding car and/or hotel and remember to Select your Seats.
5. Apply any credits and/or select a credit card.
6. Click Reserve Flight & Continue at bottom of page.

## Review Details and Confirm Travel Booking

1. See the Trip Booking Information page to add additional information such as a Trip Name, Description, and additional email recipients.
2. Review details, messages and ticketing policies on the Trip Confirmation page.
3. Click to Confirm your booking.
4. Finalize your booking by clicking FINISH.

## Find more Resources on the [IEEE Travel Program Page:](#)

- Travel Resources
- IEEE & World Travel Contacts
- NextGen Expense (Concur) & Travel Access