

Concur Travel Quick Start Guide – IEEE Employees

Getting Started: Access IEEE Concur Expense & Travel

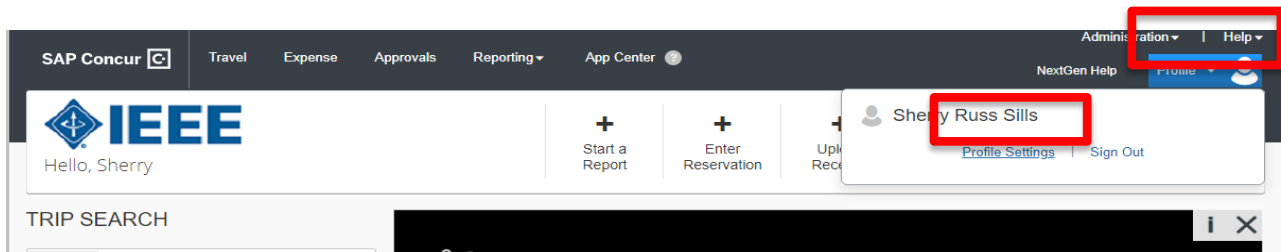
You can access Concur from anywhere on the [InsideIEEE](#) intranet by selecting 'Quick Links' at the top of any page, then selecting the "[Concur Expense & Travel](#)" link. Concur has IEEE single sign-on and does not require a separate username or password. You may also want to add this same link to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

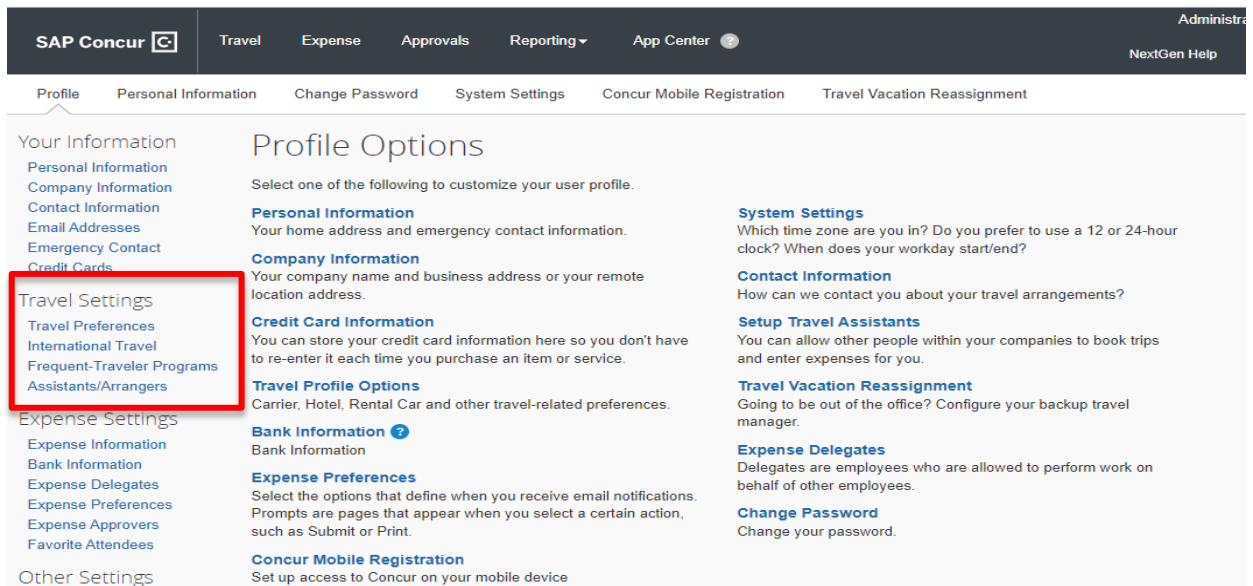
Review and Complete Profile Settings

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.

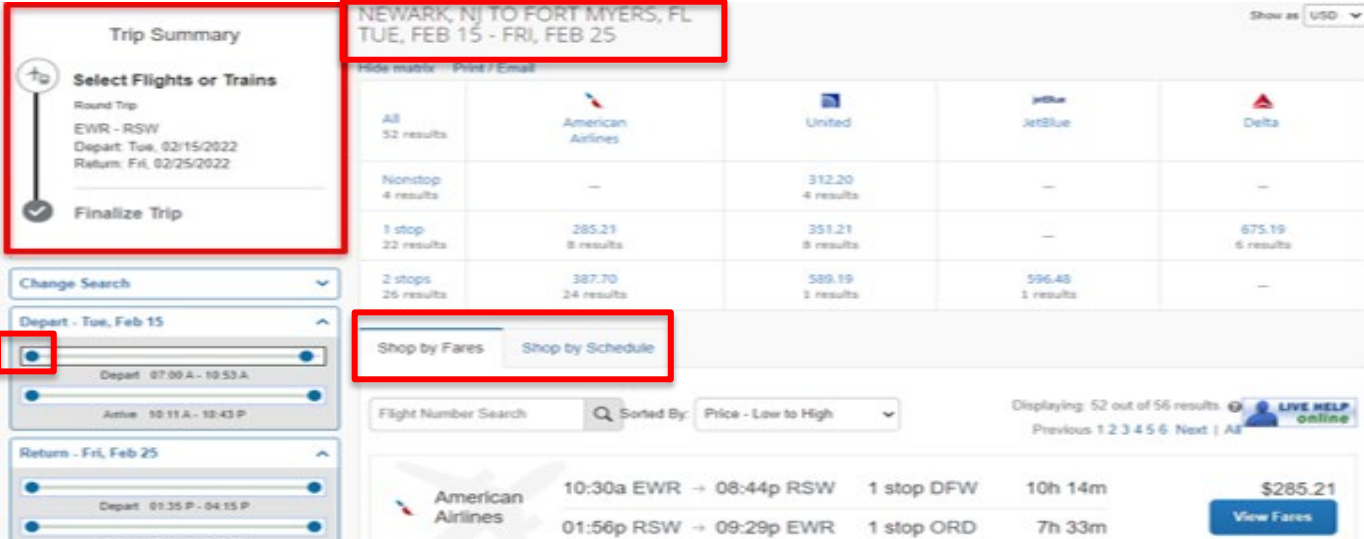
The screenshot displays the SAP Concur Travel portal interface. At the top, the 'Travel' menu is highlighted in red. Below the navigation bar, the 'Mixed Flight/Train Search' section is visible. The 'Round Trip' option is selected and highlighted in red. The 'From' field is populated with 'EWR - Newark Liberty Intl Airport - Newark, NJ'. The 'To' field is empty. The 'Depart' and 'Return' fields are set to 'Morning' and 'Afternoon' respectively, with a time range of ±2. The 'Class' is set to 'Economy class' and 'Search by' is set to 'Price'. The 'Specify a carrier' checkbox is unchecked.

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.



Trip Summary
 Select Flights or Trains
 Round Trip
 EWR - RSW
 Depart: Tue, 02/15/2022
 Return: Fri, 02/25/2022
 Finalize Trip

NEWARK, NJ TO FORT MYERS, FL
 TUE, FEB 15 - FRI, FEB 25

All	American Airlines	United	JetBlue	Delta
32 results				
Nonstop 4 results	—	312.20 4 results	—	—
1 stop 22 results	285.21 8 results	351.21 8 results	—	675.19 6 results
2 stops 26 results	387.70 24 results	589.19 1 results	596.48 1 results	—

Shop by Fares | Shop by Schedule

Sorted By: Price - Low to High

Displaying: 52 out of 56 results. Previous 1 2 3 4 5 6 Next | All

American Airlines 10:30a EWR → 08:44p RSW 1 stop DFW 10h 14m \$285.21
 01:56p RSW → 09:29p EWR 1 stop ORD 7h 33m View Fares

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.

NOTE: Seats that are considered upgrades (starred, premium seats) can ONLY be selected for those travelers with sufficient status in an airline's frequent traveler reward program such that those seats are available at no cost. If eligible, select your desired seat in the Travel Details page and continue the reservation. Seats requiring payment in the absence of a reward program benefit, CANNOT be selected in the SAP Concur Travel reservation process. This is an SAP Concur software programming limitation; IEEE nor World Travel, Inc. have any ability to change this system programming functionality. See the Travel Program [FAQs](#) for full details on selecting seat upgrades.

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.

Travel Program Resources

World Travel Inc. / Concur Travel	IEEE
<p>Concur Travel Online Booking Tool: Technical Support (via World Travel)</p> <p>Chat Option: Click in the center box on the “Company Notes” tab of the Concur Travel homepage</p> <p>Phone: + 1 800 221 4730 Email: Onlinehelp@worldtravelinc.com</p>	<p><u>IEEE Travel Program Page</u> <i>For a full overview of the travel program and its resources, including:</i></p> <ul style="list-style-type: none"> • Concur Travel FAQs • Concur Travel Quick Reference Guide - Employee • Concur Travel Quick Reference Guide – Volunteer/Member • Travel Arranger Quick Reference Guide
<p>World Travel – Booking Agents & Emergency Support (24/7)</p> <p>+1 800 879 4333 (US & Canada) +1 717 556 1100 (Elsewhere)</p> <p>IEEE Account Pseudo Code 2UØF (if requested)</p>	<p>IEEE Travel Program Operations</p> <p>Sherry Russ Sills, Director, Event Operations IEEE Meetings, Conferences, & Events (MCE)</p> <p>+1 732 562 3980 Email: mce-services@ieee.org</p>
<p>Online Resources <i>For videos, PDFs, webinars and more</i></p> <p><u>Concur & World Travel Self-Service Dashboard</u></p> <p>Concur Travel Training (ongoing schedule)</p> <ul style="list-style-type: none"> • Concur Travel Basics • Tips & Tricks 	<p>IEEE NextGen Expense Reimbursement (Concur) General Inquiries:</p> <p>Email: nextgenexpense@ieee.org</p>