

## Concur Train Travel Quick Start Guide

### Getting Started: Accessing 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 "NextGen Expense Reimbursement (Concur) & 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.

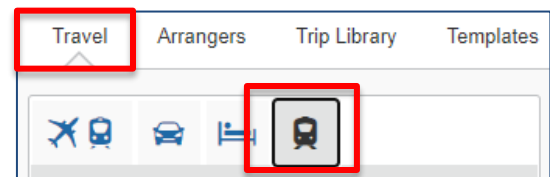
Note: All full-time employees have access to Concur Expense & Travel by default. Temporary employees currently are not granted access to Concur, per policy.

### 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. Refer to the [Concur Travel Staff Quick Start Guide](#) or the [Concur Travel Volunteer Quick Start Guide](#) for further details.

### Begin a Travel Search

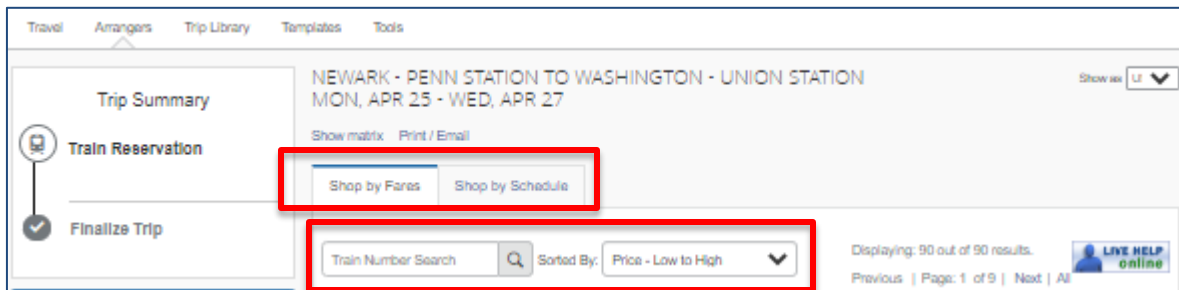
1. Select "Travel" on the top left navigation menu.
2. Click the Train tab icon at the top of the left side panel.
3. Select one of the three trip option tabs: Round Trip, One Way or Multi City.
4. Enter the 'From' and 'To' details using the city name or train station name.
5. Click the calendar icon in the Depart and Return fields to select dates.
6. Select a portion of day or a specific time in the 'Time' drop-down boxes.
7. Select an option (Price or Schedule) using the drop-down arrow in the 'Search by' box.
8. Click 'Search'

A screenshot of the 'Train Search (Amtrak)' form. The 'Round Trip' tab is highlighted with a red box. The 'From' and 'To' fields are empty. The 'Departure' field has a calendar icon highlighted with a red box, and the 'Morning' time dropdown is also highlighted with a red box. The 'Return' field has a calendar icon and the 'Afternoon' time dropdown. The 'Search by' dropdown is set to 'Price' and is highlighted with a red box. A red 'Search' button is at the bottom.

### View the Search Results Page

Search Results will appear on the next screen, based on your selected parameters and with a 'Trip Summary' at the top of the results page.

The tab corresponding to the selection made in the 'Search by' box on the previous screen will be active. Click the alternate tab to view selections listed in the alternative view. Results can also be sorted by train number or price.



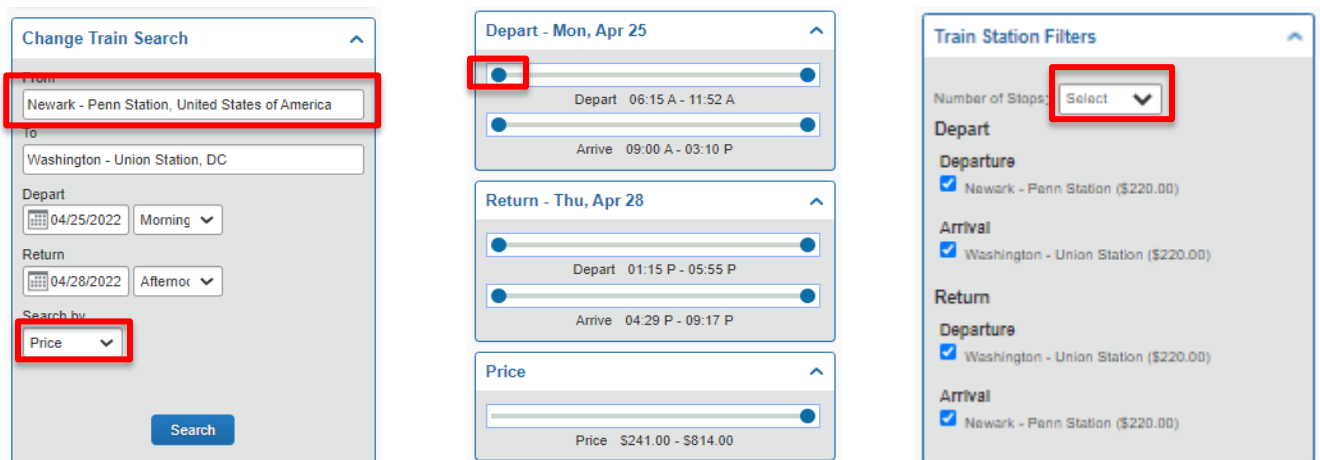
### Refine Your Search

Changes to your search can be made directly on the Search Results page.

In the left-hand panel of the page, the top portion of the 'Change Train Search' box allows changes to the content in the fields for From/To selections, Depart/Return dates and times of day. Click the drop-down arrow in the 'Search by' box to select between Price and Schedule.

The middle portion allows changes by click-sliding the blue dots to the left or right to further narrow the Depart and Return times and to set a price cap.

The bottom portion allows options for number of stops and specific train stations in cities with multiples.



## Select Your Train Options

Shop by Fares:(round trip results) (See 'Shop by Schedule', below, for that option)

1. In the 'Shop by Fares' tab view, click the 'View Fares' button in an option to see seat class options and corresponding fares. To view more details, click the 'Show all details' drop-down arrow.

Train Number Search  Sorted By: Price - Low to High  Displaying: 90 out of 90 results. [LIVE HELP online](#)

Previous | Page: 1 of 9 | Next | All

Amtrak Regional	07:22a → 10:36a	Direct	3h 14m	\$220.00
	05:55p → 09:17p	Direct	3h 22m	<a href="#">View Fares</a>

ROUND TRIP: NEWARK - PENN STATION TO WASHINGTON - UNION STATION

[Show all details v](#)

2. Click the dollar amount button in the expanded view to select a round-trip based on seat preference.

Fare Options	Refundable
Coach Reserved (YD) / Coach Reserved (YD) Rules	Yes Fees may apply

[\\$220.00](#)

3. The 'Review and Reserve Train' screen opens with trip and passenger details. Enter required information (rewards numbers, payment method, ticket delivery option). Click 'Reserve Train and Continue' or 'Back' to make changes.

### Review and Reserve Train

#### TRAINS

**DEPART**  Mon, Apr 25  Hide details ^

Mon, Apr 25	07:22a 10:36a	NEWARK - PENN STATION WASHINGTON - UNION STATION	3h 14m	Amtrak Regional Train 183 <input type="button" value="v"/>
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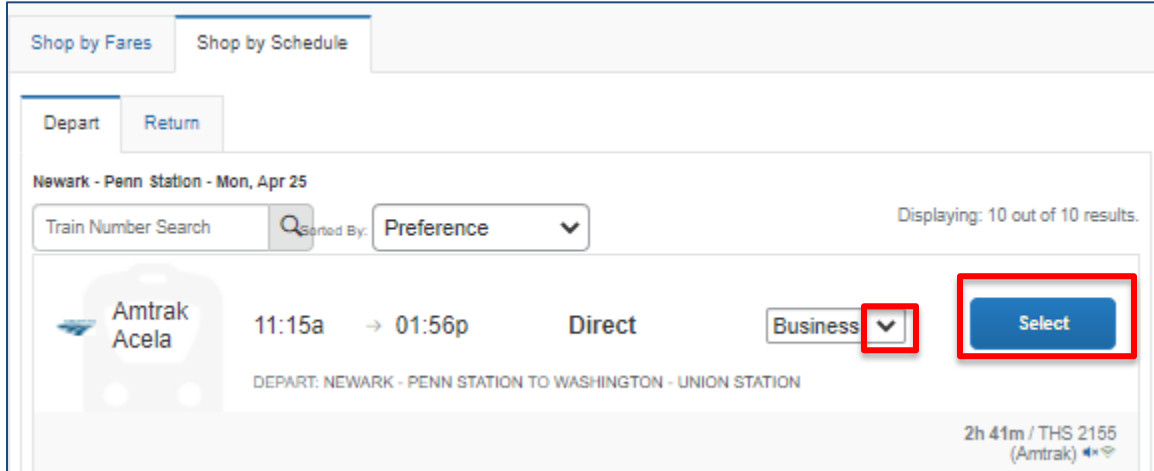
**RETURN**  Wed, Apr 27  Hide details ^

Wed, Apr 27	05:55p 09:17p	WASHINGTON - UNION STATION NEWARK - PENN STATION	3h 22m	Amtrak Regional Train 138 <input type="button" value="v"/>
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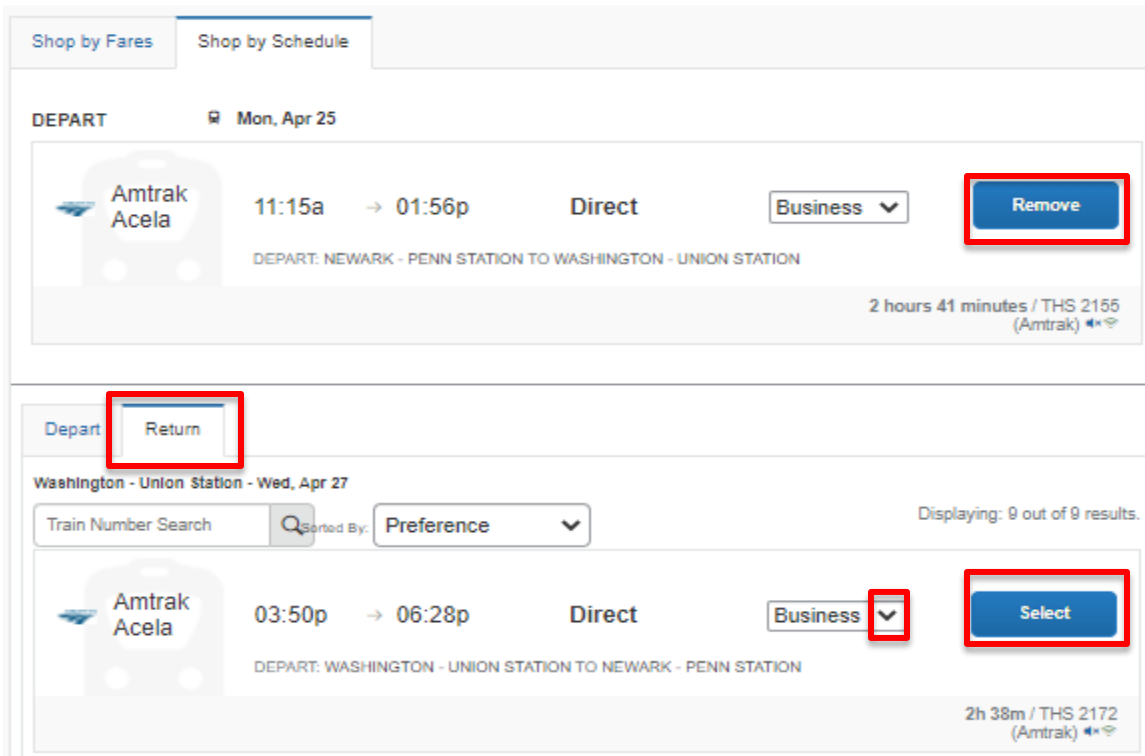
[Back](#) [Reserve Train and Continue](#)

Shop by Schedule: (*one-way results*)

1. Click the 'by Schedule' tab and select an option from the Depart tab (active) first. Click the down arrow in the seat class box to select a seat class and then click 'Select.'



2. The next screen will show your Depart selection at the top with a 'Remove' button for re-selecting that route. The 'Return' tab will be active with a list of options below. To select a Return option, click the down arrow in the seat class box and then click 'Select,' as above.



- Your choices will appear as a round trip at the top of the next screen labeled 'Selected Fare.' Click the 'View Fares' button.

**Selected Fare**

Amtrak Acela

11:15a → 01:56p Direct 2h 41m

03:50p → 06:28p Direct 2h 38m

ROUND TRIP: NEWARK - PENN STATION TO WASHINGTON - UNION STATION

Remove × \$470.00

**View Fares**

Show all details v

- A list of fare options will appear with associated seat classes. Click a fare value button to select that round trip option.

**Fare Options** Refundable

Acela Business Class Seat (K) / Acela Business Class Seat (KE) Rules	No	<b>\$470.00</b>
Acela Business Class Seat (K) / Acela First Class Seat (PF) Rules	No	\$594.00
Acela First Class Seat (FK) / Acela Business Class Seat (KE) Rules	Yes Fees may apply	\$633.00

- The 'Review and Reserve Train' screen opens with trip and passenger details. Confirm or enter required information (rewards numbers, payment method, ticket delivery). Click 'Reserve Train and Continue' or 'Back' to make changes.

Travel Arrangers Trip Library Templates Tools

**Review and Reserve Train**

**TRAINS**

**DEPART** Mon, Apr 25

Mon, Apr 25 11:15a 01:56p NEWARK - PENN STATION WASHINGTON - UNION STATION 2h 41m Amtrak Acela THS 2155

**RETURN** Wed, Apr 27

Wed, Apr 27 03:50p 06:28p WASHINGTON - UNION STATION NEWARK - PENN STATION 2h 38m Amtrak Acela THS 2172

**Back** **Reserve Train and Continue**

### 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 purchase by clicking FINISH.

### Travel Program Resources

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