

Concur Train Travel Quick Start Guide

Getting Started: Accessing Concur Expense & Travel

IEEE Volunteers: Visit [IEEE’s NextGen Expense Reimbursement \(Concur\) & Travel](#) information page

IEEE Employees: Can access Concur from anywhere on [InsideIEEE](#) by selecting ‘Quick Links’ at the top of any page, then selecting the "NextGen Expense Reimbursement ([Concur](#)) & Travel" link

Review and Complete Profile Settings

Before you use Concur Travel for the first time, you will need to complete 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 following Concur Travel Quick Start Guide to learn more:

[IEEE Volunteers QRG](#)

[IEEE Employees QRG](#)

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 train travel search.

Begin a Train Travel Search

1. Select “Travel” at the top left to exit the Profile page.
2. Click the Train icon at the top of the page.
3. Click to Select a trip search type:
 - Round Trip
 - One Way
 - Multi-City
4. Enter the ‘From’ and ‘To’ details using the city name or train station name.
5. Click the calendar in the ‘Depart’ and ‘Return’ fields to select dates.
6. Select a portion of day or a specific hour in the ‘Time’ drop-down boxes.
7. Set a ‘Search by’ preference of ‘Price’ or ‘Schedule.’
8. Click Search.

Note: 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.

Select Your Train Travel Segments

Search Results will appear on the next screen, based on your selected parameters.

1. Select the 'Shop by Fares' or 'Shop by Schedule' tab above the list (click the alternate button to switch between views.) The 'Show matrix' button will show segments grouped by trainline.
2. Use the 'Train Number Search' or the 'Sorted by' arrow, if desired, to refine the options list.

The screenshot shows the 'NEW YORK - MOYNIHAN TRAIN HALL TO WASHINGTON - UNION STATION' search results page. On the left, a 'TRIP SUMMARY' sidebar includes 'Train Reservation' (marked with a red '1') and 'Finalize Trip'. The main content area has 'Show matrix' and 'Print / Email' buttons. Below these are 'Shop by Fares' and 'Shop by Schedule' tabs. A 'Train Number Search' box (marked with a red '2') and a 'Sorted By: Price - Low to High' dropdown menu (also marked with a red '2') are visible. The bottom right shows 'Displaying: 132 out of 132 results.' and a 'LIVE HELP online' button.

3. Make changes to your search in the left panel search box or by using the blue toggle slides.
4. Use Train Station Filters to select depart and return stations separately when options exist.

The 'Change Train Search' panel (marked with a red '3') contains the following search criteria:
 From: Washington - Union Station, DC
 To: New York - Moynihan Train Hall, United States of Am
 Depart: 10/31/2022 09:00 a
 Return: 11/03/2022 03:00 p
 Search by: Price
 A blue 'Search' button is at the bottom.

The 'Depart - Tue, Nov 1' panel (marked with a red '3') shows a time range slider for 'Depart 06:00 A - 11:35 A' and another for 'Arrive 08:56 A - 03:10 P'.
 The 'Return - Fri, Nov 4' panel shows a time range slider for 'Depart 12:05 P - 05:05 P' and another for 'Arrive 03:20 P - 08:30 P'.
 Below these is a 'Price' panel (marked with a red '3') showing a price range slider for 'Price \$276.00 - \$907.00'.

The 'Train Station Filters' panel (marked with a red '4') shows the following filters:
 Number of Stops: Select
 Depart
 Departure
 New York - Moynihan Train Hall (\$276.00)
 Arrival
 Washington - Union Station (\$276.00)
 Return
 Departure
 Washington - Union Station (\$276.00)
 Arrival
 New York - Moynihan Train Hall (\$276.00)

Shop By Fares: (*'by Schedule' is below*)

1. Click a 'View Fares' button to reveal the 'Depart' and 'Return' details of a specific itinerary.
2. Click the 'Show all details' down arrow to reveal the fare and seat class details.
3. Click the 'Train details' down arrow on the 'Depart' and 'Return' segments to show more detail.
4. Click a fare amount button to select the seat class and to advance to the Review and Reserve screen.

Amtrak Regional

06:02a → 09:29a	Direct	3h 27m	\$276.00
03:35p → 06:58p	Direct	3h 23m	

ROUND TRIP: NEW YORK - MOYNIHAN TRAIN HALL TO WASHINGTON - UNION STATION

DEPART Tue, Nov 1 Hide details ^

Tue, Nov 1 06:02a 09:29a NEW YORK - MOYNIHAN TRAIN HALL WASHINGTON - UNION STATION 3h 27m Amtrak Regional Train 89

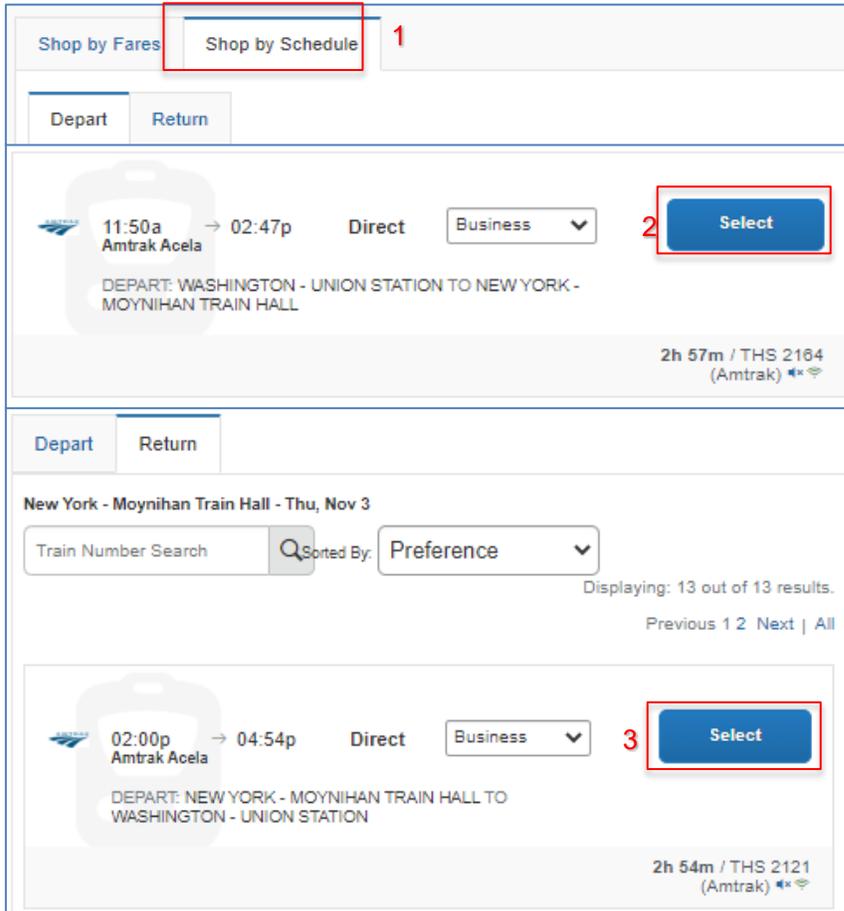
RETURN Fri, Nov 4 Train details v

Fare Options Refundable

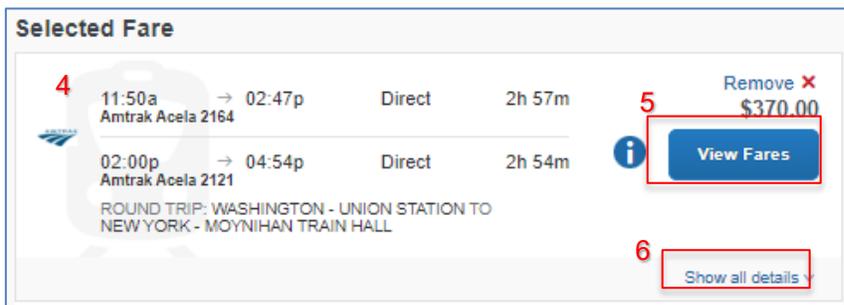
Coach Reserved Seat (YD) / Coach Reserved Seat (YB) Rules	Yes Fees may apply	\$276.00
Coach Reserved Seat (YD) / Business Class Seat (JB) Rules	Yes Fees may apply	\$337.00

Shop By Schedule:

1. Click the 'Shop by Schedule' tab. The 'Depart' button will be the default first choice.
2. Click the 'Select' button to choose a departure train from the list displayed.
That selection will appear above the 'Depart/Return' tab and the 'Return' tab will now be active. Click the 'Remove' button that appears to change the Depart train selection, if necessary.
3. Under the 'Depart/Return' tabs, (will auto-switch to 'Return') click the 'Select' button to choose a return train.



4. The itinerary will appear in the 'Selected Fare' box at the top of the screen.
5. Click 'View Fares' to reveal the available seat classes and fares.
6. Click 'Show all details' to reveal details of the depart and returns segments.



7. Click the 'Train details' down arrow on the Depart and Return segments to show segment details.
8. Click the fare amount button to select the seat class and to advance to the Review and Reserve screen.

The screenshot displays a travel booking interface for a train journey. It is divided into two main sections: 'DEPART' and 'RETURN'. The 'DEPART' section is for Monday, October 31, with a 'Hide details' link. The train schedule shows a departure from Washington - Union Station at 11:50a and arrival at New York - Moynihan Train Hall at 02:47p, with a duration of 2h 57m on Amtrak Acela THS 2164. The 'RETURN' section is for Thursday, November 3, with a 'Train details' link highlighted by a red box and a red number '7'. Below these sections is a 'Fare Options' table with two rows. The first row is for 'Acela Business (KD) / Acela Business (KD)' with a price of '\$370.00' in a blue button, which is highlighted by a red box and a red number '8'. The second row is for 'Acela Business Class Seat (KD) / Acela First Class Seat (PE)' with a price of '\$512.00' in a blue button. Both fare options are marked as 'Refundable' with 'Yes' and 'Fees may apply'. Information icons are present next to each fare option.

Fare Options	Refundable	
Acela Business (KD) / Acela Business (KD) Rules	Yes Fees may apply	\$370.00
Acela Business Class Seat (KD) / Acela First Class Seat (PE) Rules	Yes Fees may apply	\$512.00

Review and Reserve a Train Trip

1. Review the 'Trains' and 'Passenger Information' on this page. Use the 'Back' button at the bottom of the page for necessary train changes. Use the Passenger Information 'Edit' button for profile updates.
2. Enter any Rewards Program details, if applicable.
3. Select a ticket delivery preference.
4. Review the price summary and select a method of payment (add a credit card here, as necessary.)
5. Click the 'Back' button to make trip changes or the 'Reserve Train and Continue' button to confirm the reservation.

Review and Reserve Train

TRAINS

DEPART Mon, Oct 31 [Train details v](#)

RETURN Thu, Nov 3 [Train details v](#)

ENTER PASSENGER INFORMATION
Ensure passenger information below is correct.

Passenger ¹ [Edit](#) | [Review all](#)

Name: Lorri Ann Cornett **Phone:** 732-562-6880 **Email:**

Rewards Program
Amtrak Guest Rewards Number

PROVIDE TICKET DELIVERY PREFERENCE
You can now experience better comfort in customizing your Amtrak booking experience. With our train options, you can decide where to spend or save money to make your trip optimal.

Ticket Delivery Method

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Train ticket	\$230.00	\$0.00	\$230.00
		Total Estimated Cost: \$230.00	
		Total Due Now: \$230.00	

SELECT A METHOD OF PAYMENT
How would you like to pay?

[Add credit card](#)

* Indicates credit card is a company card

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

Finalize Your Trip - Review Travel Details

1. Review the Trip Overview section to confirm your selections and use the 'Edit' button to make changes.
2. Add a Description of the trip using the "Edit" button, if desired.
3. Add a car or hotel from this screen, if desired.
4. Review the Reservations details for all trip sections and add the trip to an itinerary from this section.
5. Click 'Next' to continue the reservation process, or 'Cancel Trip' to exit the process.

TRIP SUMMARY

Finalize Trip

Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Travel Details

1 TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from NYP to WAS [\(Edit\)](#)

Start Date: December 19, 2022

End Date: December 22, 2022

Created: December 08, 2022, Lorri Cornett
(Modified: December 08, 2022)

2 Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: N9910V

Passengers: Sherry Russ Sills

Total Estimated Cost: \$280.00 USD [\(Details\)](#)

Add to your Itinerary 3

Car Hotel

Booked outside Concur? Enter your trip manually or connect with TripIt

RESERVATIONS

Monday, December 19, 2022

Train New York - Moynihan Train Hall, NY to Washington - Union Station, DC

Palmetto 89

4 Add to your Itinerary

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.

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Enter Trip Booking Information

1. The Trip Name will populate automatically, but details can be added in the Trip Description, if desired.
2. Add a Comment to the Travel Agent to share information, being careful that your comment does not unnecessarily appear as a request for additional services, as they may incur a fee.
3. Add an email recipient to share the confirmation with another person.
4. If a Tripit user, select an option on this screen.
5. Note the deadline for confirming the reservation.
6. Use the bottom button selections to manage the reservation process. If ready to purchase, click “Next.”

<p style="text-align: center;">TRIP SUMMARY</p> <p><input checked="" type="checkbox"/> Finalize Trip</p> <ul style="list-style-type: none"> ✓ Review Travel Details Enter Trip Information Submit Trip Confirmation 	<p style="text-align: center;">Trip Booking Information</p> <p><small>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.</small></p> <p>Trip Name <small>This will appear in your upcoming trip list.</small></p> <p>Trip from NYP to WAS</p> <p>Trip Description (optional) <small>Used to identify the trip purpose</small></p> <p>Comments for the Travel Agent (optional) <small>Special Requests may incur a higher service fee.</small></p> <p>Send a copy of the confirmation to: <input type="text"/></p> <p>Send my email confirmation as <input checked="" type="radio"/> HTML <input type="radio"/> Plain-text</p>
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4 **Triplt Privacy**

Share trip destination and dates with your Triplt Connections and Groups.

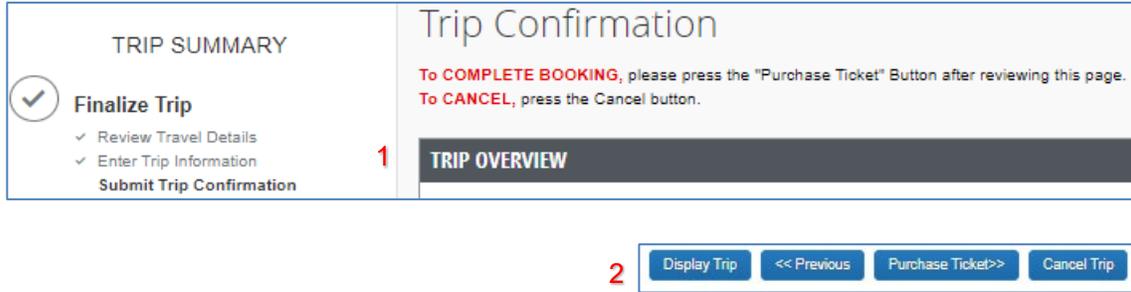
Make this trip private

5 You may HOLD this reservation until: 12/09/2022 11:00 pm Eastern

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Purchase Ticket

1. Review the Trip Overview section to confirm final selections and details.
2. Select from the bottom button options to review previous screens (to make changes,) purchase the ticket or cancel the trip.



TRIP SUMMARY

✓ **Finalize Trip**

- ✓ Review Travel Details
- ✓ Enter Trip Information

Submit Trip Confirmation 1

Trip Confirmation

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

TRIP OVERVIEW

2 [Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

Travel Program Resources

World Travel Inc. / Concur Travel	IEEE
<p>Concur Travel Online Booking Tool: Technical Support <i>(via World Travel)</i></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>IEEE Travel Program Page <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 <i>(if requested)</i></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>Concur & World Travel Self-Service Dashboard</p> <p>Concur Travel Training <i>(ongoing schedule)</i></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>