

10 HELPFUL HINTS FOR USING SAP CONCUR

- 1 Customise your profile to include all travel preferences, membership numbers, and TSA information including your known traveler number.
- 2 When searching for airline schedules but can't find the flights you know exist, try expanding your time frame/search window.
- 3 The flight display page can be manipulated by using the matrix. Reduce the results by clicking on a particular airline or number of stops.
- 4 Search for airfare based on fare or schedule. Regardless, you will always be presented with lower fare options if you don't choose the lowest fare.
- 5 You can always add a car and hotel to an existing booking, so feel free to book your airfare first to get the best possible price and seat assignment. Then add car and hotel reservations later.
- 6 Your profile settings will typically determine what seat you are automatically assigned, but you can view the seat map to see other available seats. Your profile will also transmit your status to the airline.
- 7 Do you go to the same destination on the same flights on a regular basis? Save time by building a template to use each time you take this trip. Air, car, and hotel search criteria will default to your template settings.
- 8 Are you booking the same trip for someone else? Use the Clone a Trip option. This feature will pre-populate the search criteria for another traveler.
- 9 Is someone taking the same trip as you? Use the Share Trip option. This feature pre-populates the search criteria for each traveler when they login into Concur.
- 10 Do you have an administrative or executive assistant who books travel for you? Add them as a planner to your profile. They will be able to book for you from their login.