

Tulane
University

Revision to Concur Travel

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Air

- ✓ New and improved experience
- ✓ Baggage allowance displayed for all fares
- ✓ New seat map and all cabins shown at once
- ✓ Cabin selection feature
- ✓ Search now defaults to anytime, change time parameters!
- ✓ Use Air Matrix!



Car

- ✓ Off airport car search no longer a separate experience
- ✓ Available to book via a mobile device
- ✓ Electric car filter
- ✓ Add car to existing trip
- ✓ CO2 search filter
- ✓ Closest location search filter



Hotel

- ✓ Hotel rates are now averaged, either with taxes and fees or without
- ✓ When Hotel rate changes overstay it will be displayed to user
- ✓ Hotel cancellation policy in laymen's terms
- ✓ New improve map



User Experience

- ✓ Enhancements for Gender Inclusivity
- ✓ Corporate rate identification
- ✓ Shortened checkout flow
- ✓ Trip history enhancements
- ✓ Deep Link Support for Flight, Car, Hotel, and Rail

New Concur Travel Home Page

Create ▾

Required Approvals **0** | View Trips **0** | Invoices **0** | Available Expenses **0** | Expense Reports **0** | ...

SAP Concur

Booking for myself | Book for a guest

✈️ 🚗 🏠 🗨️

Flight Search

Round-trip | One-way | Multi-city

From *
Enter airport, city, or location

To *
Enter airport, city, or location

Dates *
02/23/2025 - 02/24/2025 📅

Time Preferences

Cabin: Any Cabin ▾ | Number of Adults *: 1 ▾

Include Accommodation

Company Notes

- [VENDOR ACH AUTHORIZATION FORM](#)
Vendor authorization form
- [CONCUR INSTRUCTIONS FOR STUDENT REIMBURSEMENTS, PETTY CASH CUSTODIANS AND REFUNDS](#)
Instructions for the Concur Invoice Module for reimbursing students, petty cash custodians, and refunds.
- [SALES TAX EXEMPTION LIST BY STATE](#)

[Read More](#)

Available Expenses

No Available Expenses

When you have available expenses, you'll see them here

Expense Reports

No Reports

When you have reports, you'll see them here.

Approvals

No Approvals

When you have approvals, you'll see them here

Upgraded and Unified Flight Display

- ❖ Ability to select the itinerary and fare for each leg of the trip
- ❖ Fare description and included services

❖ Simplified review and book process

SAP Concur Travel

Travel Trip Library Templates

Departing Flight

Chicago (ORD) - Los Angeles (LAX) Departure Date: Monday, June 10 2024 [Edit Search](#)

All Filters In-policy Fares [Clear All](#)

64 of 64 Flights

Review and Book

Flight Itinerary
Round-trip

Monday, June 10 2024
Chicago, IL (ORD) - Los Angeles, CA (LAX)
1:10 PM - 3:29 PM Nonstop Duration: 4h 19m
United Airlines UA 609
[Corporate Fare](#) [Select Seats](#) Economy

Friday, June 14 2024
Los Angeles, CA (LAX) - Chicago, IL (ORD)
11:59 PM - 6:00 AM Nonstop Duration: 4h 1m
United Airlines UA 2101
[Corporate Fare](#) [Select Seats](#) Economy

[View Flights and Fare Details](#)

Traveler Information
Your SAP Concur profile was used to complete your traveler information. Please ensure this information matches what is on your government issued ID.

Total \$582.76

Base Fare \$514.01
Taxes, fees & charges \$68.75

Payment

The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment
Company code 0900 ***1005 - 8/2031

I have read and accept the rules & restrictions and policies.

[Flight Fare Rules and Restrictions](#)

1:10 PM - 3:29 PM Nonstop 4h 19m
United Airlines

ORD - LAX

1:10 PM • O'Hare International Airport
United Airlines UA 609
Duration: 4h 19m
Boeing 777 Passenger
[Preview Seat map](#)
On time: 70%

3:29 PM • Los Angeles International Airport

[More Preferred](#) 439kg CO₂e

Economy
Economy

- Standard legroom seat
- 1 carry-on bag included
1st checked bag for \$35
2nd checked bag for \$45
- Nonrefundable
Free advanced changes
- 439kg CO₂e

☆ \$583

[Fare Details](#) [Select Fare](#)

Economy
Economy Fully Refundable

- Standard legroom seat
- 1 carry-on bag included
1st checked bag for \$35
2nd checked bag for \$45
- Fully refundable
Free advanced changes
- 439kg CO₂e

☆ \$641

[Fare Details](#) [Select Fare](#)

Premium Economy
Economy Plus

- Above average legroom seat
- 1 carry-on bag included
1st checked bag for \$30
2nd checked bag for \$40
- Nonrefundable
Free advanced changes
- 659kg CO₂e

☆ ⓘ \$791

[Fare Details](#) [Select Fare](#)

Premium Economy
Economy Plus Fully Refundable

- Above average legroom seat
- 1 carry-on bag included
1st checked bag for \$30
2nd checked bag for \$40
- Fully refundable
Free advanced changes
- 659kg CO₂e

ⓘ \$887

[Fare Details](#) [Select Fare](#)

❖ Optional custom fields are now completed during the review and book process

- Icons**
- ❖ Star = LLF
 - ❖ Handshake = Corporate/Negotiated fare
 - ❖ Blue Circle = Allowed within travel policy
 - ❖ Orange Triangle = Possible Out of Policy

Air Results

Main Focus

- Filters
- In Policy
- Sorting
(sorting by duration recommended)
- Indicators
 - o Policy Markers
(Required exceptions only)
 - o NDC
(New Distribution Capability)
 - o Sustainability

SAP Concur Travel ▼ ? CA

Travel Arrangers Trip Library Templates Meetings Tools Meeting Admin Concur XA

Departing Flight

Dallas (DFW) - Boston (BOS) Departure Date: Monday, February 19 2024 [Edit Search](#)

All Filters In-policy Fares [Clear All](#) ↕ Sort by Price - Low to High ▼

15 of 15 Flights Round-trip fares include taxes and fees. Additional fees will be shown at checkout.

Flight Details	Option 1	Option 2	Option 3
<p>1:37 PM - 6:10 PM Nonstop 3h 33m jetBlue</p> <p>DFW (B6) → BOS</p> <p>379kg CO₂e</p>	<p>Economy Seat selection for a fee</p> <ul style="list-style-type: none">Carry-on bags not allowedChecked bags for a feeNonrefundable <p>☆ \$273 Blue Basic</p>	<p>Economy Above average legroom seat</p> <ul style="list-style-type: none">Checked bags for a feeNonrefundable <p>\$333 Blue</p>	<p>Economy Above average legroom seat</p> <ul style="list-style-type: none">Checked bags for a feeNonrefundable <p>\$383 Blue Extra</p>
<p>5:30 PM - 11:50 PM 1 Stop 5h 20m United Airlines</p> <p>DFW (UA) → IAD (UA) 1h → BOS</p> <p>524kg CO₂e</p>	<p>Economy NDC</p> <p>Seat selection for a fee</p> <ul style="list-style-type: none">Carry-on bags not allowedChecked bags for a fee <p>\$278 Basic Economy</p>	<p>Economy</p> <ul style="list-style-type: none">Bag policy unknownNonrefundable <p>\$363 Economy</p>	<p>Economy</p> <ul style="list-style-type: none">Bag policy unknownFully refundable <p>\$443 Economy Fully Refundable</p>

Ability to Change Ticketed Air Reservations

Concur only allows changes to the flight date and time of your trip.
For any other changes, contact the travel agency or cancel and rebook your trip.

The screenshot displays a travel booking interface with a 'Change Trip' modal open. The modal contains the following text: 'Concur only allows changes to the flight date and time of your trip. For any other changes, contact the travel agency or cancel and rebook your trip.' Below this, it states 'You may change the following bookings.*' and lists two checked items: 'Washington, DC (DCA) - Chicago, IL (ORD) December 9, 2024' and 'Chicago, IL (ORD) - Washington, DC (DCA) December 12, 2024'. A 'New Dates *' field shows '12/16/2024 - 12/19/2024' with a calendar icon. A date picker is open, showing a calendar for December 2024 with dates 16, 17, 18, and 19 highlighted. The background interface includes a 'Trip Overview' section with flight details for Washington, DC (DCA) - Chicago, IL (ORD) on Monday, December 9, 2024, and Chicago, IL (ORD) - Washington, DC (DCA) on Thursday, December 12, 2024. It also shows an 'Estimated Total Cost' of \$518.96 and options to 'Add Accommodation' and 'Add Rental Car'.

Change Trip

Concur only allows changes to the flight date and time of your trip. For any other changes, contact the travel agency or cancel and rebook your trip.

You may change the following bookings.*

- Washington, DC (DCA) - Chicago, IL (ORD)
December 9, 2024
- Chicago, IL (ORD) - Washington, DC (DCA)
December 12, 2024

New Dates *

12/16/2024 - 12/19/2024

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Trip Overview

Airfare must be ticketed by: 06/23/2024 12:00 AM

Trip Status: Complete
Record Locator: TQPMOC
Trip Name: Trip - Chicago
Date: December 9, 2024

Washington, DC (DCA) - Chicago, IL (ORD)
Monday, December 9, 2024
Confirmation Number: H9PCRL

11:45 AM - 12:49 PM Nonstop Duration: 2h 4m
United Airlines UA 587
Ticket number: 0168085648750
[Flight Fare Rules and Restrictions](#)

Chicago, IL (ORD) - Washington, DC (DCA)
Thursday, December 12, 2024

Estimated Total Cost \$518.96

Would you like to book anything else?
[Add Accommodation](#) [Add Rental Car](#)

Enhanced Hotel Booking Experience

Doubletree By Hilton Los Angeles Downtown

Monday, June 10, 2024 - Friday, June 14, 2024 120 South Los Angeles St., Los Angeles, CA 90012 4-Star Hotel

Overview Rooms Services and Amenities Policies

Sustainability Certification & Programs

Hilton Lightstay

Popular Property Services & Amenities

- Health club
- High speed internet access
- Parking
- Restaurant

View All

Sustainability Score: 60 47.6KG CO₂e

INCLUDES FRIDGE SWEET DREAMS EXPERIENCE BED

\$202 Avg. per night
\$807 Total
Excludes Taxes & Fees
View Rate Change

Select

❖ Enhanced filter and sorting capabilities provide more options to choose from

Sort by SAP Custom Sorting

- Default
- Distance
- Preferred Level
- Price Low to High
- Price High to Low
- Star Rating
- Lowest Emissions
- Highest Sustainability Score

❖ Lead rate reflecting the lowest AVERAGE rate available at each property

❖ Increased number of properties (up to 200)

❖ Richer imagery, expanded property content and rate description

❖ Redesigned map with consumer-like experience

All Filters

Sustainability Certifications

- Sustainability Certifications (45)

Star Rating

- 5-Star Hotel (8)
- 4-Star Hotel (34)
- 3-Star Hotel (48)
- 2-Star Hotel (14)
- 1-Star Hotel (0)

Hotel Amenities

- Accessible rooms (58)
- Breakfast included (34)
- Dry cleaning service (50)
- Free parking (16)
- Wifi/Internet (102)

102 Results

Doubletree By Hilton Los Angeles Downtown

120 South Los Angeles St., Los Angeles, CA 90012 • 0.24 mi • 4-Star Hotel

From: \$202

View Rooms

Kawada Hotel

200 South Hill Street., Los Angeles, CA 90012 • 0.33 mi • 3-Star Hotel

From: \$169

View Rooms

Conrad Los Angeles

100 South Grand Avenue, Los Angeles, CA 90012 • 0.35 mi • 5-Star Hotel

From: \$322

View Rooms

Miyako Hotel Los Angeles

328 E 1st Street, Los Angeles, CA 90012 • 0.38 mi • 3-Star Hotel

From: \$208

View Rooms

Review and Book

Review and Book



Doubletree By Hilton Los Angeles Downtown 4-Star Hotel

120 South Los Angeles St., Los Angeles, CA 90012 Phone: 1-213-629-1200

Sustainability Score: 60 47.6KG CO₂e

1 KING BED - INCLUDES FRIDGE SWEET DREAMS EXPERIENCE BED COMP WIFI
188.10 PER NIGHT STARTING 10JUN 206.10 PER NIGHT STARTING 11JUN24
806.40 TOTAL FOR 10JUN THROUGH 14JUN

4 Nights

Booking Includes

- ☑ One king bed
- ☑ Free cancellation until 4:00PM on June 9, 2024

Check-in

June 10, 2024

Checkout

June 14, 2024

Traveler Information

All information must match government issued ID. Your information is taken from your

Name on Reservation

Phone

- ❖ New enhancement - Total Due Now reflects room type booked (prepaid or deposit required) at the time of booking
- ❖ Tulane does not allow prepaid non changeable rates prepaid

- ❖ Hotel selection section incl. property details, room & rate information, guest details

- ❖ Traveler information section reflecting traveler data

- ❖ Cost section showing total amount incl. taxes & fees, nightly rate breakdown

Estimated Total Cost	\$937.00
Total Due Now	\$0.00

Accommodation	\$937.00
June 10	\$188.10
June 11 - 13	\$206.10
Taxes, Fees & Charges	\$130.60

Payment

Form of Payment *

[Manage Payment Method](#)

I have read and accept the rules & restrictions and policies. *

[Rules and Restrictions](#)

[Book and Continue](#)

Upgraded and Intuitive Car Rental Search

Trip Search

Alerts

- You haven't signed up to receive alerts
- Your United States of America

Company Notes

If your request does not come up with any availability or car location please verify with your **Travel Agency**.

Book your rental cars with Preferred partners - Sixt and Hertz to leverage corporate negotiated benefits and inclusions.

Rental Car Search

Pickup *
los ang

- Los Angeles International Airport
LAX, 1 World Way, Los Angeles, CA 90045, USA, US
- Van Nuys Airport
VNY, 15461 Sherman Way, Van Nuys, CA 91406, USA, Los Angeles, US
- Whiteman Airport
WHP, Los Angeles, US
- Los Angeles
Los Angeles, CA, USA
- Los Angeles
Los Angeles, Los Angeles, Bio Bio, Chile

10:00 AM 10:00 AM

Search Rental Cars

❖ Filter by category, car type, vendor and vehicle specifications.

❖ Sort capabilities by drop down list or map view.

Filter by:

Category ▼ Type ▼ Rental Company ▼ Specifications ▼

Sort By:

Category ▼ Map View

- Category
- Distance
- Lowest Emissions
- Policy - Most Compliant
- Preferred Rental Company
- Total Cost

More Preferred

Economy - CHEVROLET SPARK or similar

Seats: 4 Large Bags: 1 Transmission: Automatic CO₂: 121 g/km

Pickup: 1.56 mi Drop-Off: Same Location

Location details ▼

Unlimited Mileage Air Conditioning

Select

Most Preferred

Compact - NISSAN VERSA or similar

Seats: 5 Large Bags: 1 Transmission: Automatic CO₂: 131 g/km

Pickup: 1.79 mi Drop-Off: Same Location

Location details ▼

Unlimited Mileage Air Conditioning

\$263.56 Total
\$52.71 / day

Select

Most Preferred

Compact SUV - CHEVROLET TRAILBLAZER or similar

Seats: 5 Large Bags: 1 Transmission: Automatic CO₂: 131 g/km

Pickup: 1.79 mi Drop-Off: Same Location

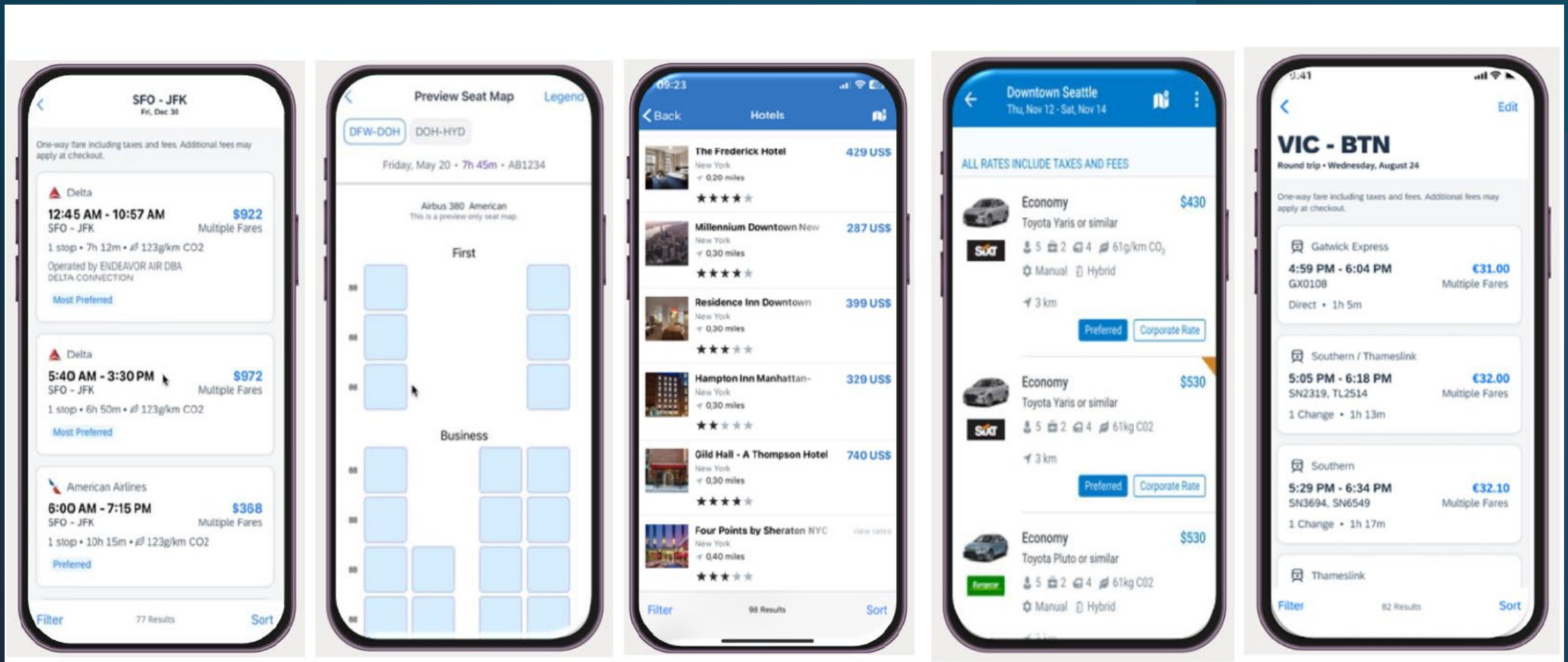
Location details ▼

Unlimited Mileage Air Conditioning

\$361.99 Total
\$72.40 / day

Select

Multi-Device Experience



Content parity between SAP Concur mobile app and web experience

If you need assistance, contact
Travel/Expense Support at
travel@tulane.edu