

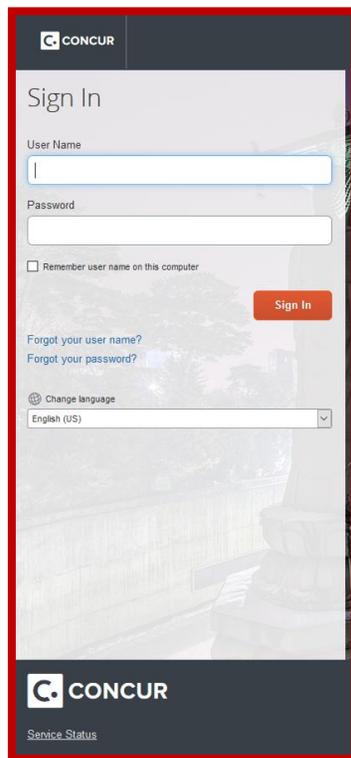
Concur Booking Tool: How to Share a Trip

There will be instances when you will have multiple travelers going to the same destination and would like to have the same travel itinerary if possible. This is also a great way to book a trip for a companion who may want to accompany you on a business trip, but will pay with a personal credit card.

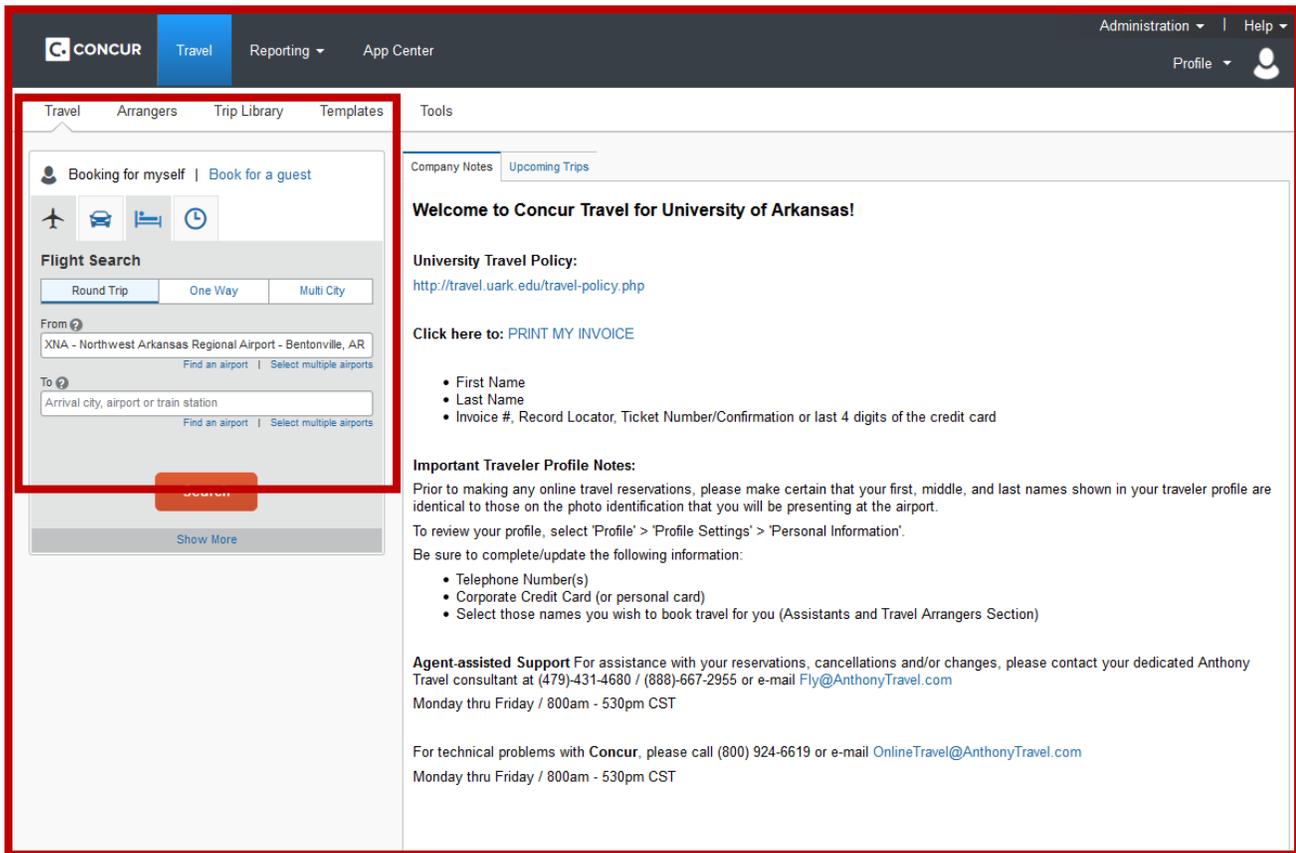
PLEASE NOTE: When sharing a trip, you are not creating the reservation, but you are 'sharing' the itinerary with other employees who have been setup in Concur regardless of whether or not you are their arranger.

When the user/arranger clicks Share Trip, Concur sends an email to the invitee and adds a travel alert to the invitee's Travel home page. The invitee user can then book a trip, starting with the same parameters as the shared trip and modify as needed.

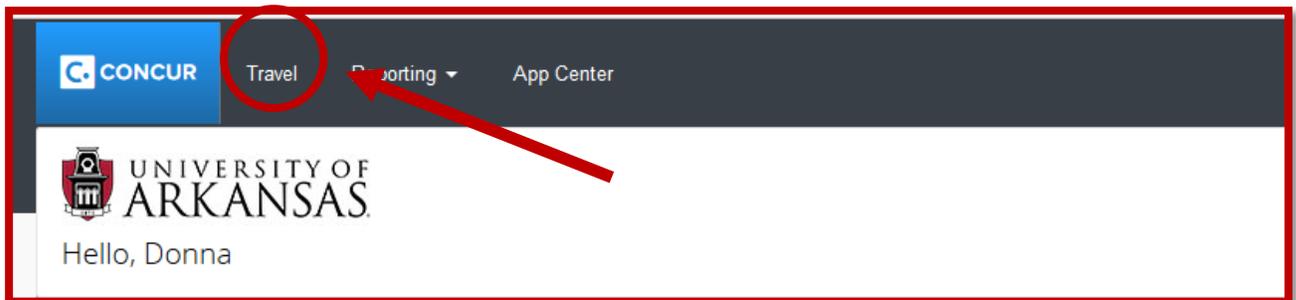
You can access the booking tool by either going directly to www.concursolutions.com or by going the Travel Office website: <http://travel.uark.edu/travel-agencies.php>

A screenshot of the Concur Sign In page. The page has a dark header with the Concur logo and the word "CONCUR". Below the header, the title "Sign In" is displayed. There are two input fields: "User Name" and "Password". Below the password field is a checkbox labeled "Remember user name on this computer". To the right of the input fields is a red "Sign In" button. Below the button are two links: "Forgot your user name?" and "Forgot your password?". At the bottom of the form area is a "Change language" dropdown menu currently set to "English (US)". The background of the page is a blurred image of a building. At the bottom of the page, there is a dark footer with the Concur logo and the text "Service Status".

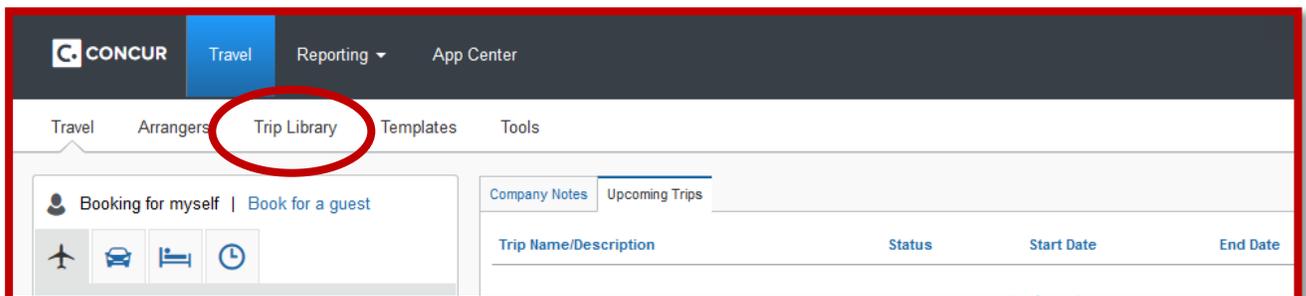
1. Once you have logged in you will be on the main Travel Booking home page:



2. Select the Travel link at the top of the home page, or you can view your trips on the main homepage. If you select from the Travel link:



3. Once you select the Travel link you will be presented with the following screen where you will select Travel Library:



4. Once you select the Trip Library you will see the following:

The screenshot shows the 'Trip Library' search interface. It includes a search bar for trip names, radio buttons for 'Booking Dates' (selected) and 'Travel Dates', and a 'Date Range' section with two date pickers set to 02/13/2017 and 08/13/2017. There is an unchecked checkbox for 'Include withdrawn trips' and a 'Search' button. Below the search criteria, the text reads: 'No trips meet your search criteria.'

5. You can search by trip names, date ranges, and even select withdrawn/canceled trips by selecting the icon. In this example I am searching for a withdrawn/canceled trip.

The screenshot shows the 'Trip Library' search interface with the 'Include withdrawn trips' checkbox checked. The search results are displayed in a table with the following data:

Trip Name/Description	Status	Date Booked	Start Date	End Date
Trip from Bentonville to Salt Lake City (KJVCWB)	Withdrawn	08/13/2017	10/17/2017	10/23/2017
Trip from Bentonville to San Antonio (GAGXWP)	Withdrawn	08/08/2017	09/13/2017	09/19/2017
Donnas boring trip (KOGMFI) Chicago	Withdrawn	08/11/2017	08/31/2017	09/05/2017

6. Select the trip you want to share and you will see the following:

The screenshot shows the 'Travel Details' page for a trip. The 'TRIP OVERVIEW' section is highlighted with a red circle. The trip details are as follows:

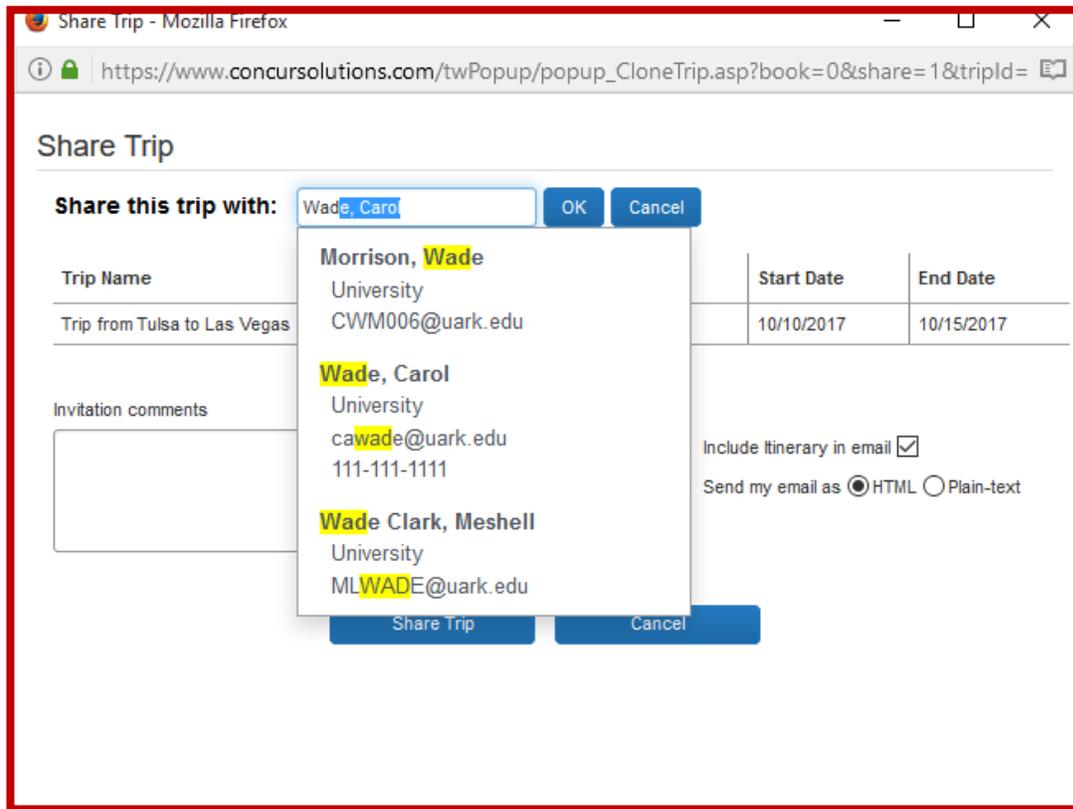
- Trip Name:** Trip from Bentonville to New York ([Edit](#))
- Start Date:** November 07, 2017
- End Date:** November 13, 2017
- Created:** August 28, 2017, Donna Carter (*Modified: August 28, 2017*)
- Description:** Documenting Sharing a trip ([Edit](#))
- Agency Record Locator:** YYGZXT
- Passengers:** Donna Lee Carter
- Total Estimated Cost:** \$235.00 USD ([Details](#))

Below the overview, there is a blue information box: 'This trip is on hold. The last time to send it to your agency is: 08/29/2017 10:30 PM Central' with a [Change frequent flyer program](#) link. To the right, there is an 'Add to your Itinerary' section with icons for 'Car' and 'Hotel'.

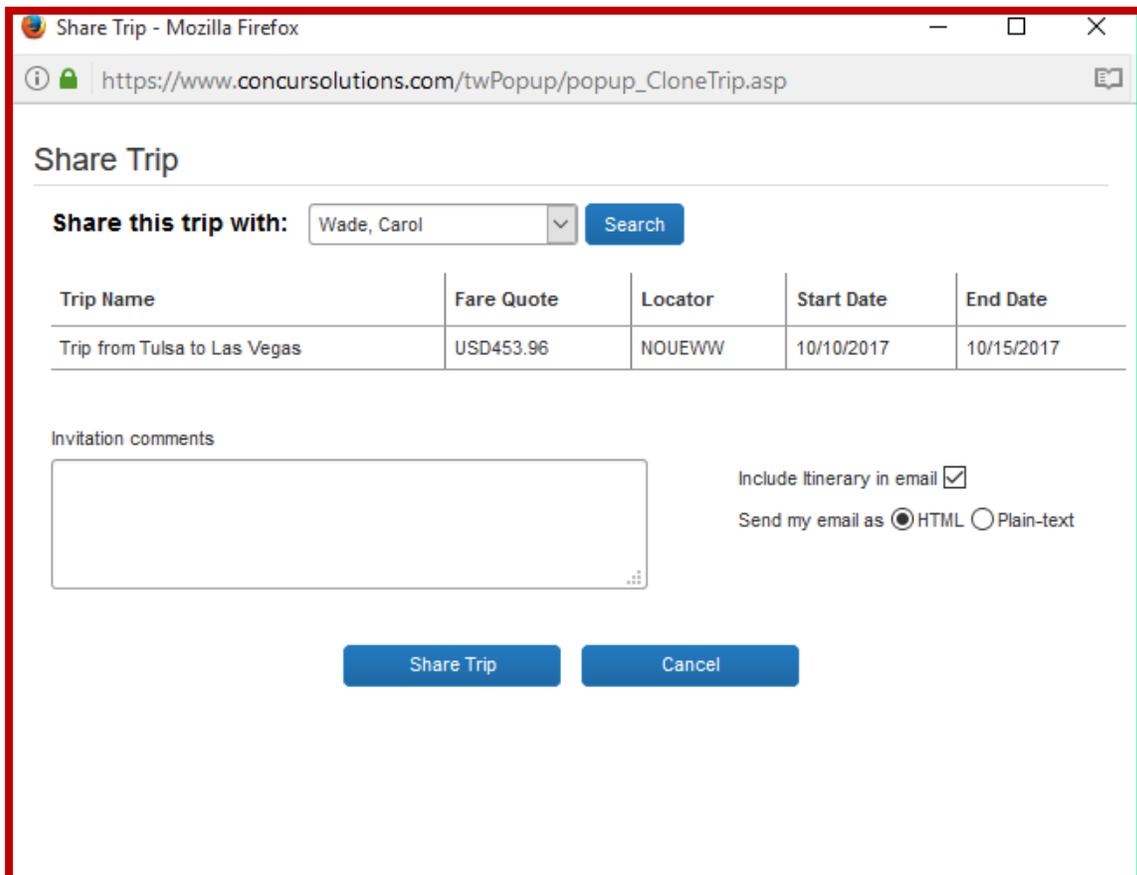
7. Select the Share Trip link and you will see the following:

8. At this point the first thing you will do is modify the **Traveler Name**. If you select the drop down menu you will only see the list of names of travelers where you are the arranger. If sending this someone else within the organization who is setup in Concur you will select the **Search Button** then begin typing their name in the

box and you will see the following:



9. Select the traveler then press the OK button. You will then see the following:



10. At this point you can also include an Invitation comment with the email notification. Then press the **Share Trip button** at the bottom of the page.
11. You will then see a notification that says that the itinerary was successfully sent.