

## **Concur Helpful Tips**

### **Did you know:**

1. You can add a car or hotel to your existing air booking?
  - Just access the applicable trip via your Trip Library and click on the Add Car or Add Hotel within the itinerary.
  
2. You can change your reserved seat via the system?
  - Log into Concur, click on Trip Library, select the trip that you would like to modify seats on
  - Click on the "Change Seat" link that is embedded within the itinerary
  
3. Search Options:
  - Price/Schedule – This option will combine by searching the lowest price with the schedule closest to the parameters you selected.
  - Schedule – This option will provide you the best flights based on the schedule parameters that you selected.
  - NOTE: By increasing the "hour window search" you will be provided a larger selection of low fare options. However, this may not provide the specific flight you are looking for. Remember, this tool will provide you price and schedules for ALL airlines.