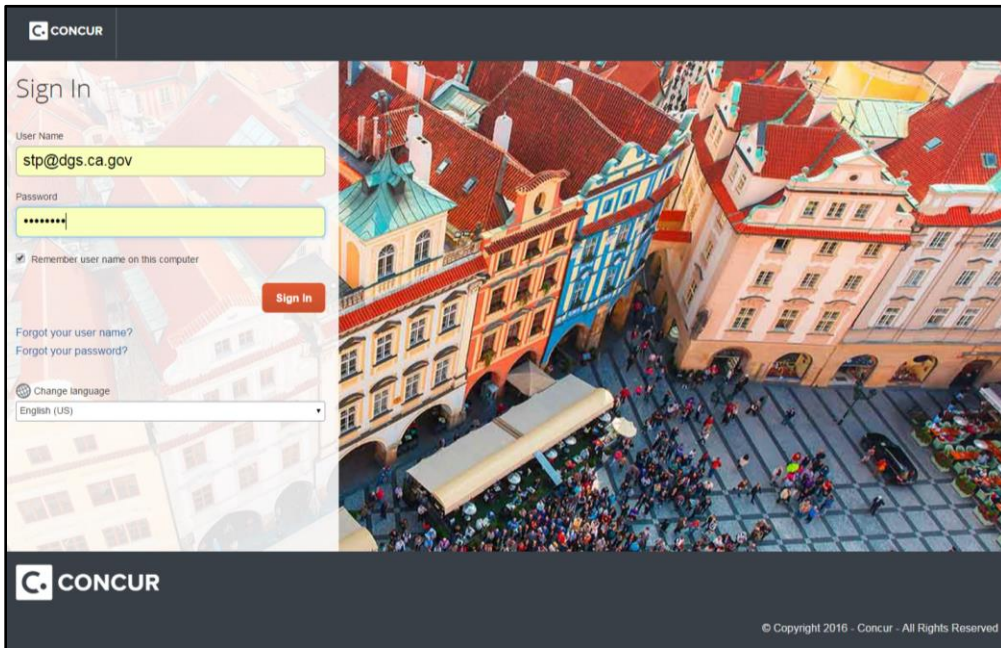


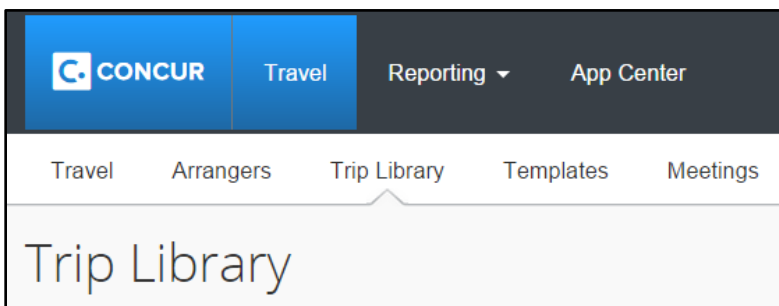
How To Add a Rental Car and/or Hotel to an Existing Travel Reservation

If you have an existing reservation and want to add a rental car and/or hotel to the trip, do not start a new reservation. Instead, add to your existing reservation following the steps below.

1. Log into your Concur account.



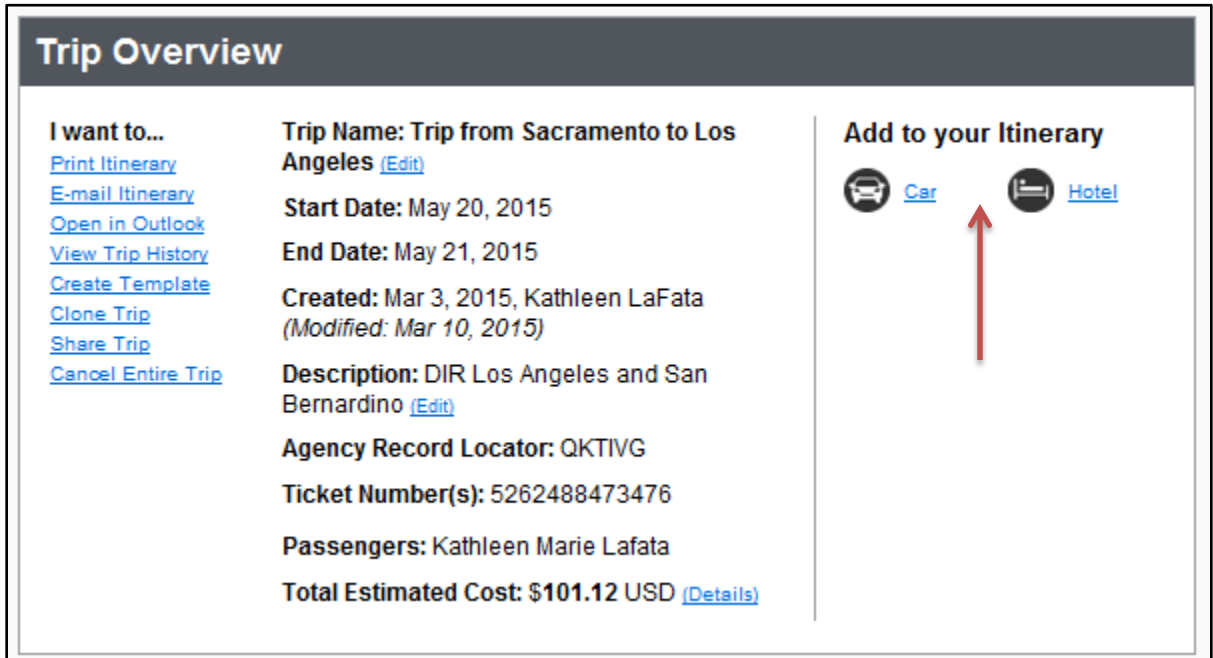
2. Select the Travel tab in the upper left hand corner of your home page, and then select your Trip Library.



3. Select the reservation you wish to add to.

Trip Name/Description	Status
Trip from Sacramento to Los Angeles (QKTIVG) <i>DIR Los Angeles and San Bernardino</i>	Ticketed
Trip from Sacramento to Los Angeles (WJWHMZ)	Ticketed
Concur Training (DNROFY)	Ticketed



4. In the Trip Overview box at the top of the page there is a section that says “Add to your itinerary”.



Trip Overview

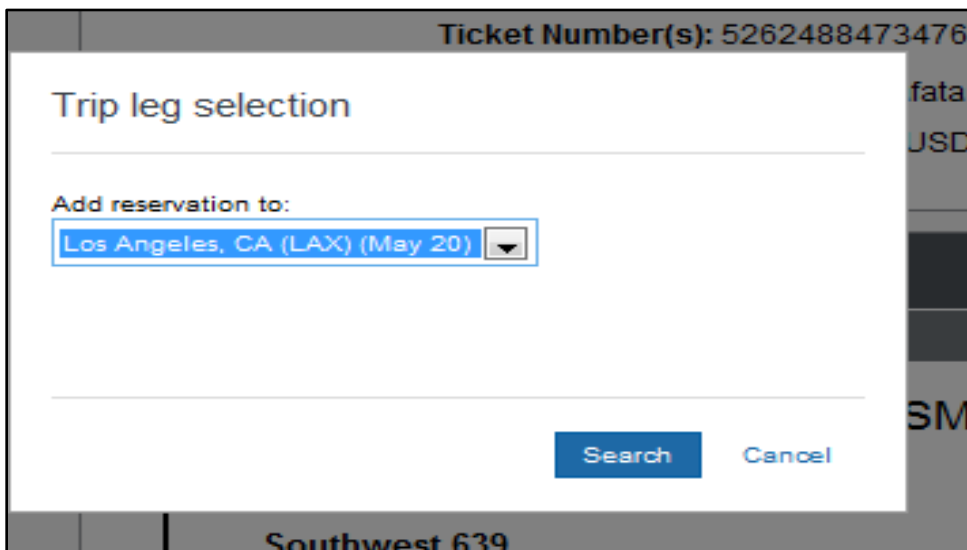
I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)
[Open in Outlook](#)
[View Trip History](#)
[Create Template](#)
[Clone Trip](#)
[Share Trip](#)
[Cancel Entire Trip](#)

Trip Name: Trip from Sacramento to Los Angeles [\(Edit\)](#)
Start Date: May 20, 2015
End Date: May 21, 2015
Created: Mar 3, 2015, Kathleen LaFata
(Modified: Mar 10, 2015)
Description: DIR Los Angeles and San Bernardino [\(Edit\)](#)
Agency Record Locator: QKTIVG
Ticket Number(s): 5262488473476
Passengers: Kathleen Marie Lafata
Total Estimated Cost: \$101.12 USD [\(Details\)](#)

Add to your Itinerary
 [Car](#)  [Hotel](#)

A red arrow points to the 'Car' option.

5. Select the item you wish to add to your itinerary, and then confirm the search selection by selecting “Search.”



Ticket Number(s): 5262488473476

Trip leg selection

Add reservation to:

Southwest 639

6. If you are adding a car rental to your itinerary enter in your preferences. Verify the pickup and drop off date, your pick up location, and car type. Then select “Next.”

Rental Car Search Preferences

State of California does not reimburse for Navigational Systems (GPS) or Ski Racks

Pick-up date: 05/20/2015 08:25 am
Drop-off date: 05/21/2015 08:40 pm

Pick-up car at:
 Airport Terminal Off-Airport
Please enter an airport:
LAX - Los Angeles Intl - Los Angeles, CA

Return car to another location

Car Type (Select up to 3):
Economy Car Hybrid
Compact Car
Compact Car Hybrid
Intermediate Car
Intermediate Car Hybrid

Smoking:
Don't care

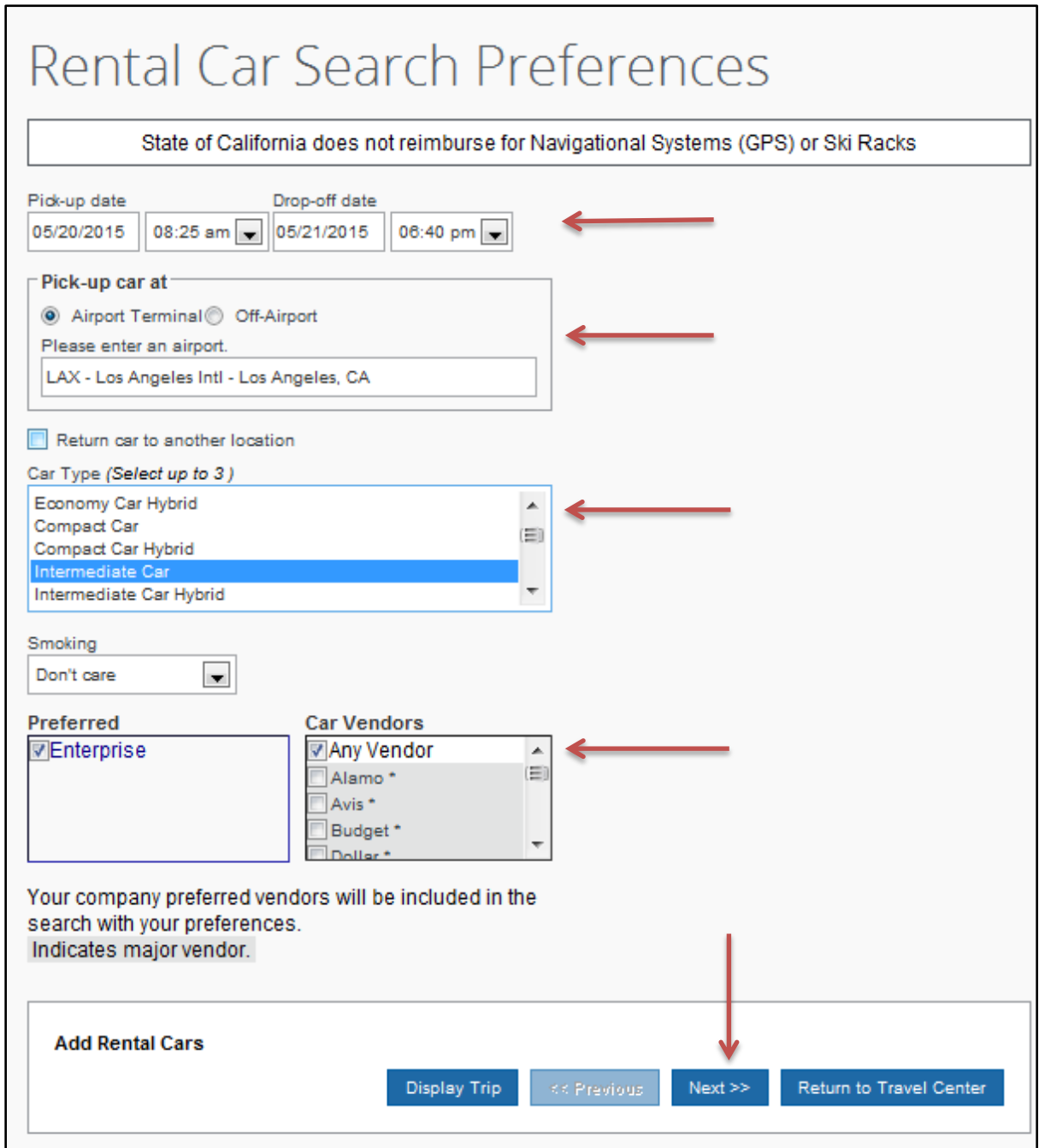
Preferred:
 Enterprise

Car Vendors:
 Any Vendor
 Alamo *
 Avis *
 Budget *
 Dollar *

Your company preferred vendors will be included in the search with your preferences.
Indicates major vendor.

Add Rental Cars

Display Trip << Previous Next >> Return to Travel Center



7. The search results page will display with all the cars available for that location.

All									
28 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Standard Convertible	Full-size Car	Premium Car	Luxury Car	Mini Van
	--	33.00	33.00	35.00	88.00	35.00	66.00	88.00	56.00
Preferred									

8. Select your appropriate rental car by clicking the blue button with the total estimated cost.

Displaying: 1 out of 28 results. ?

Intermediate Car - \$33.00 per day (Sabre)
Unlimited miles
Automatic transmission
(Corporate rate)

Total cost*
\$52.24

Preferred Vendor for General Services / E-Receipt Enabled ? [Location info](#)

9. Verify the Review and Reserve Car page and select “Reserve Car and Continue”.

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

10. If you are adding a hotel reservation to your itinerary, verify your check-in and check-out dates, select a search area, and click on “Next”.

Find a Hotel

Check-in Date: 05/20/2015 Check-out Date: 05/21/2015

Find hotels within 5 Distance Units miles of

Airport Address
 Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Los Angeles, CA

With names containing: _____

Prefer the following chains

Hotel Memberships

Hotel Vendors
 Any Hotel
 Carlson Brands (All) *
 Choice Brands *
 Hilton (All) *
 Staged (All) *
* Indicates major vendor.

Company Preferred Hotels within 15 miles
These properties will be automatically added to your search

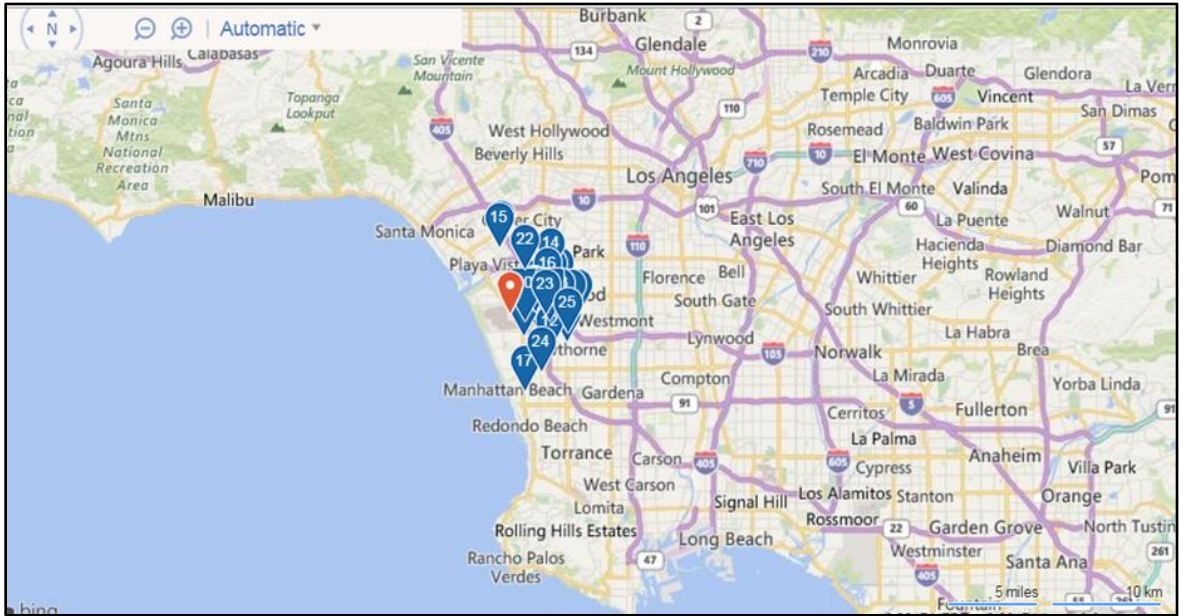
- Best Western Plus Carriage Inn***
- Comfort Inn Santa Monica - West Los Angeles***
- DoubleTree by Hilton Hotel Los Angeles - Westside***
- Elm Hotel Modern***

[What are Preferred Hotels?](#)


Please choose a location to search for your hotel, and select your check-in and check-out dates.
[Help me find a hotel](#)



[Display Trip](#) [<< Previous](#) [Next >>](#)

11. You will see your hotel search results. A map will display your first 25 search results in relation to the location you selected/entered as part of your search criteria.




12. When you are ready to reserve a hotel room, click “View Rooms”. The hotel rates will appear below. Make your appropriate selection by clicking on the price.



 **23. The Westin Los Angeles Airport**
5400 West Century Boulevard, Los Angeles, CA 90045 [Map it](#) \$120

 1.95 miles 

[View Rooms](#)

[Hotel details](#)

 **23. The Westin Los Angeles Airport**
5400 West Century Boulevard, Los Angeles, CA 90045 [Map it](#) \$120

 1.95 miles 

[Hide Rooms](#)

[Hotel details](#)

Room Options

1king:state Government Rate - - Id Required. Not Valid For Government-contracted Vendors
State Govt Employee Id Traditional Non-smoking: Heavenly Bed And Bath: 37 Inch Flat Panel
Hdtv: Starbucks Coffee In Guest Must Be An Employee Of The State Of California,traveling On
Official State Business. Must Show Valid Government Identification At Ch (Sabre)
[Rules and cancellation policy](#)

[\\$120](#)

2dbls:state Government Rate - - Id Required. Not Valid For Government-contracted Vendors
State Govt Employee Id Traditional Non-smoking: Heavenly Bed And Bath: 37 Inch Flat Panel
Hdtv: Starbucks Coffee In Guest Must Be An Employee Of The State Of California,traveling On
Official State Business. Must Show Valid Government Identification At Ch (Sabre)
[Rules and cancellation policy](#)

[\\$120](#)

13. Review the information on the Rate Details and Cancellation Policy pop-up window, confirm that you agree to the rate rules, and then click “Reserve Hotel and Continue”.

ACCEPT RATE DETAILS AND CANCELLATION POLICY
Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 120.00
TOTAL RATE: 138.83 USD
EXTRA PERSON: \$0.00

I agree to the hotel's rate rules, restrictions, and cancellation policy.

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

14. After you have made your selection you will be brought back to the Trip Overview page. Verify the additions you've made are the correct ones and scroll to the bottom of the page and click “Next”.

Remarks

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT WWW.SURVEYMONKEY.COM/S/HQHJ8PF
CALTRAVELSTORE PHONE NUMBER 877 454-8785
NO HOTELS REQUESTED ON THIS ITINERARY
NO CARS REQUESTED ON THIS ITINERARY
PLEASE PRESENT/RECONFIRM YOUR FREQUENT TRAVELER NUMBER UPON CHECK IN.
SOUTHWEST TICKETS ARE VALID ON SOUTHWEST AIRLINES ONLY.
SOUTHWEST DOES NOT PRE-ASSIGN SEATS
ALL FLIGHTS REQUIRE CHECK IN ONLINE OR AT THE AIRPORT

[<< Previous](#) [Next >>](#)

15. Verify any necessary trip information and click “Finish”.

Trip Confirmation

Press the "Finish" button to complete your booking and have it processed.

Trip Name:
Trip from Sacramento to Los Angeles

Description:
DIR Los Angeles and San Bernardino

Send a copy of the confirmation to:
[Text Field]

Send my email confirmation as HTML Plain-text

Include directions and maps to hotels [Dropdown]

Display Trip << Previous **Finish**

16. The final page shows your itinerary again with the trip information for final review. Scroll to the bottom of the page and click “Confirm Booking”.

Almost done... Please confirm this itinerary.

Display Trip << Previous **Confirm Booking>>** Cancel

17. Your itinerary will appear one last time, now with a blue “Finished!” message in the upper left corner.

Trip Summary

Finished!

NOTE: Make sure you scroll to the bottom of every page clicking Next until you have received the “Finished!” message. If you close before hitting “purchase” or “confirm booking”, your reservation will be canceled.