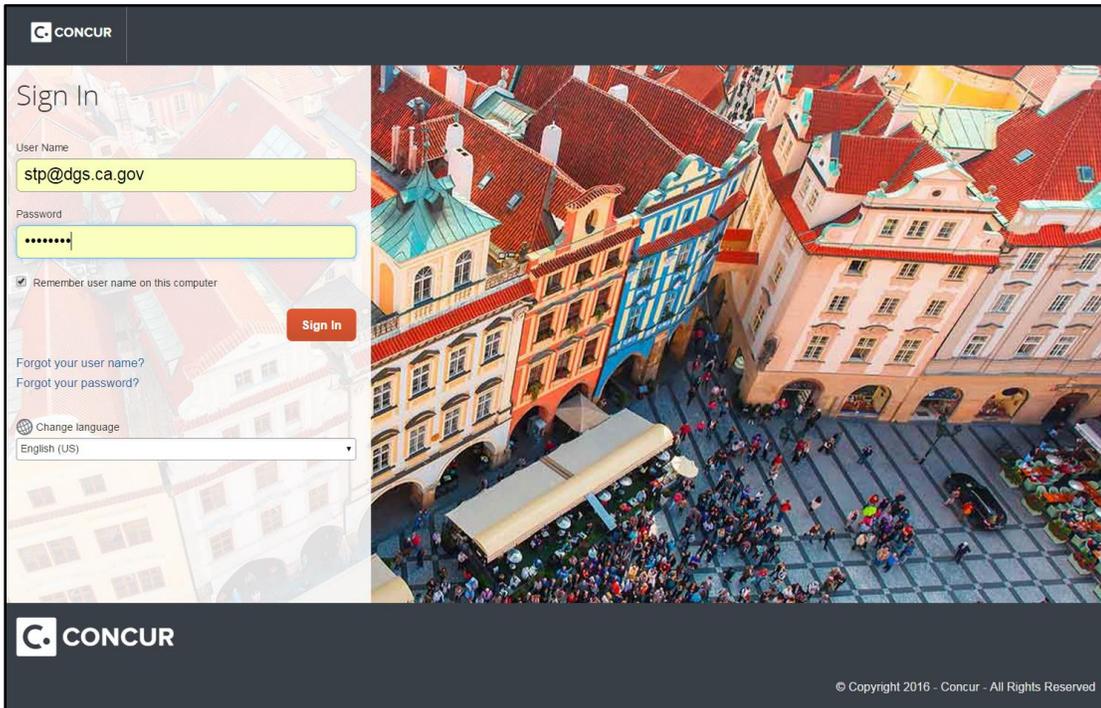


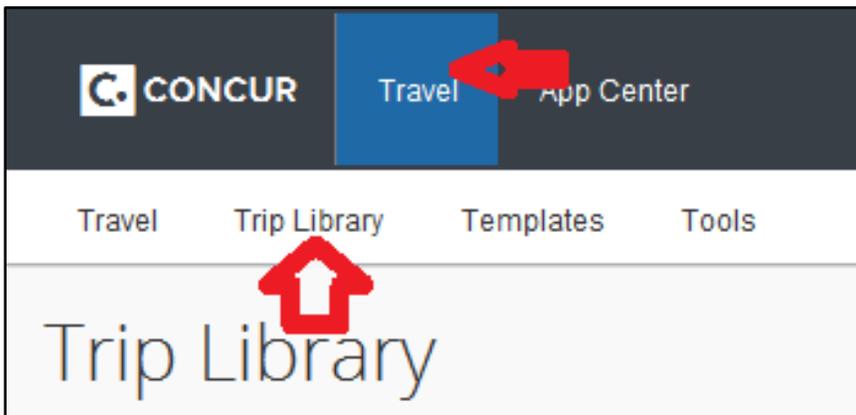
## How To Add a Rental Car and/or Hotel to an Existing Reservation

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
<a href="#">Trip from Sacramento to Los Angeles (QKTIVG)</a> <i>DIR Los Angeles and San Bernardino</i>	Ticketed
<a href="#">Trip from Sacramento to Los Angeles (WJWHMZ)</a>	Ticketed
<a href="#">Concur Training (DNROFY)</a>	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](#)



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:

[Los Angeles, CA \(LAX\) \(May 20\)](#)

[Search](#) [Cancel](#)

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

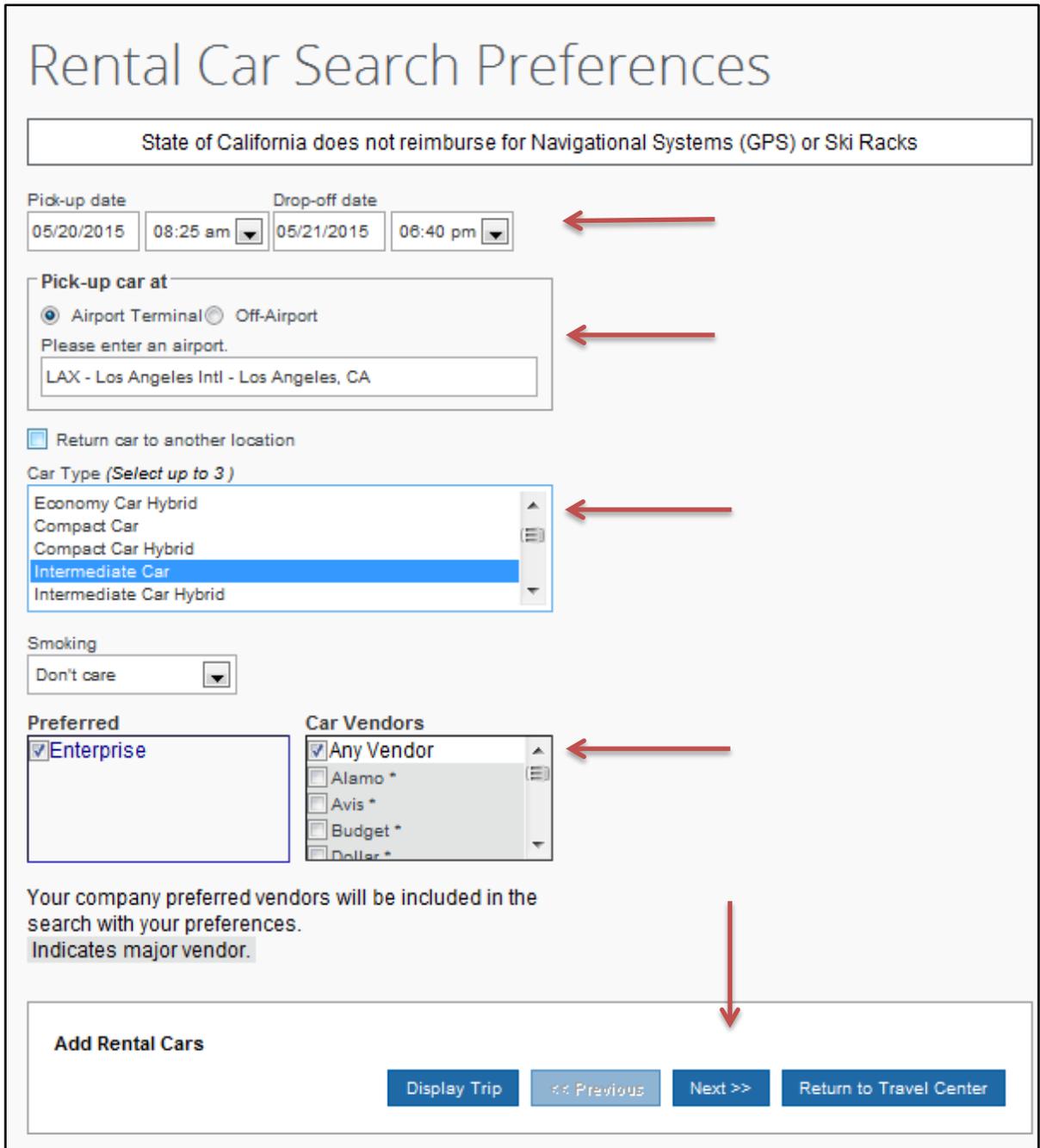
Preferred:  Enterprise

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

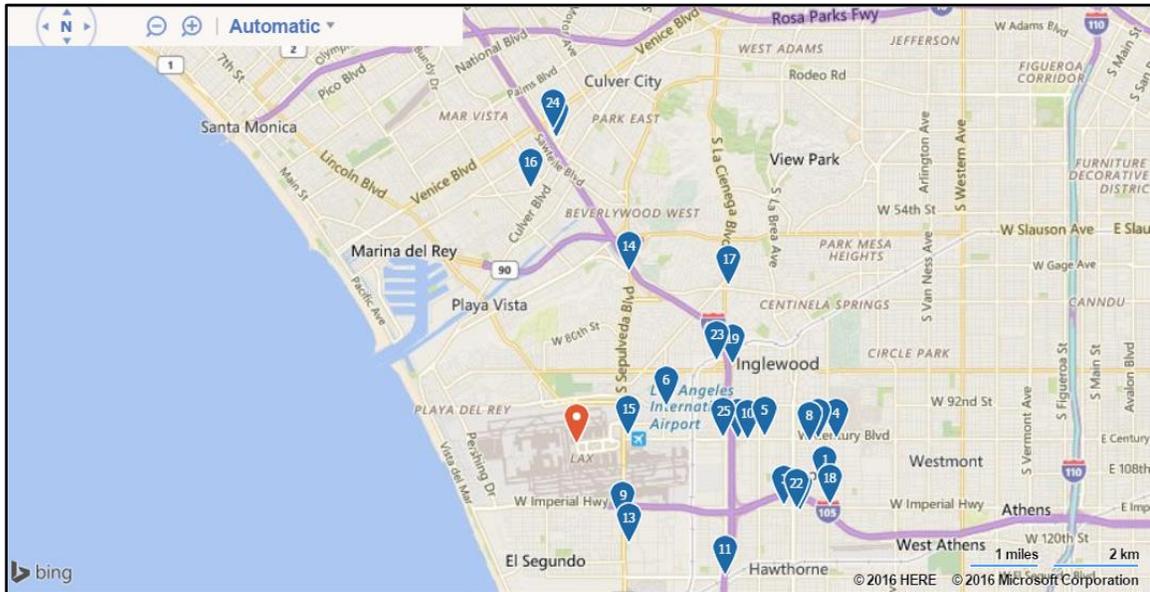
- Best Western Plus Carriage Inn\*\*\*
- Comfort Inn Santa Monica - West Los Angeles\*\*\*
- DoubleTree by Hilton Hotel Los Angeles - Westside\*\*\*
- Elm Hotel Modern\*\*\*

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.

 **15. The Concourse at Los Angeles Airport**  
6225 West Century Boulevard, Los Angeles, CA 90045 [Map it](#) From **\$120**

0.77 miles ★★★★★ [View Rooms](#)

Most Preferred Hotel for General Services [Hotel details](#)

 **15. The Concourse at Los Angeles Airport**  
6225 West Century Boulevard, Los Angeles, CA 90045 [Map it](#) From **\$120**

0.77 miles ★★★★★ [Hide Rooms](#)

Most Preferred Hotel for General Services [Hotel details](#)

*The CA Green Lodging Program encourages State and Local government travelers to seek out and give preference to certified green hotels.*

**Room Options**

State Government 2 Queen Beds - Two Queen Beds: Complimentary Wifi: (Rate Code: QQNGSDS) (Sabre) <a href="#">Rules and cancellation policy</a>	⚠️ <b>\$120</b>
State Government Ada Qnqn Tub - 2 Queen Beds: Accessible Tub With Grab Bars: (Rate Code: AQTGSDS) (Sabre) <a href="#">Rules and cancellation policy</a>	⚠️ <b>\$120</b>
State Government Ada Qnqn Show - 2 Queen Beds: Accessible Roll In Shower: (Rate Code: AQSGSDS) (Sabre) <a href="#">Rules and cancellation policy</a>	⚠️ <b>\$120</b>

13. If a travel policy violation appears on your site, review the violation. Select the exception that applies and click “Save”.

**Travel Policy Violation** [X]

**⚠ This hotel is not in compliance with the following travel rule(s):**

State of California Hotel Per Diem is \$90.00 per night except in the following counties: Napa, Riverside and Sacramento Counties (\$95 per night), Los Angeles, Orange and Ventura Counties and Edwards AFB (\$120 per night), Alameda, Monterey, San Diego, San Mateo and Santa Clara Counties (\$125 per night), and San Francisco County and the City of Santa Monica (\$150 per night).

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

LA Orange Ventura Edwards AFB per diem 120.00

-- Please Choose a Reason --

- Hotel exceeds Per Diem requires form STD 255C
- Napa Riverside Sacramento per diem 95.00
- LA Orange Ventura Edwards AFB per diem 120.00**
- Alameda Monterey San Diego San Mateo Santa Clara per diem 125.00
- San Francisco County City of Santa Monica per diem 150.00
- Out of State Travel
- Hotel Compliant

which you did not take.

**Save** **Cancel**

14. 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.

**The Concourse at Los Angeles Airport HYATT.**

Please review the rate rules and restrictions before continuing.

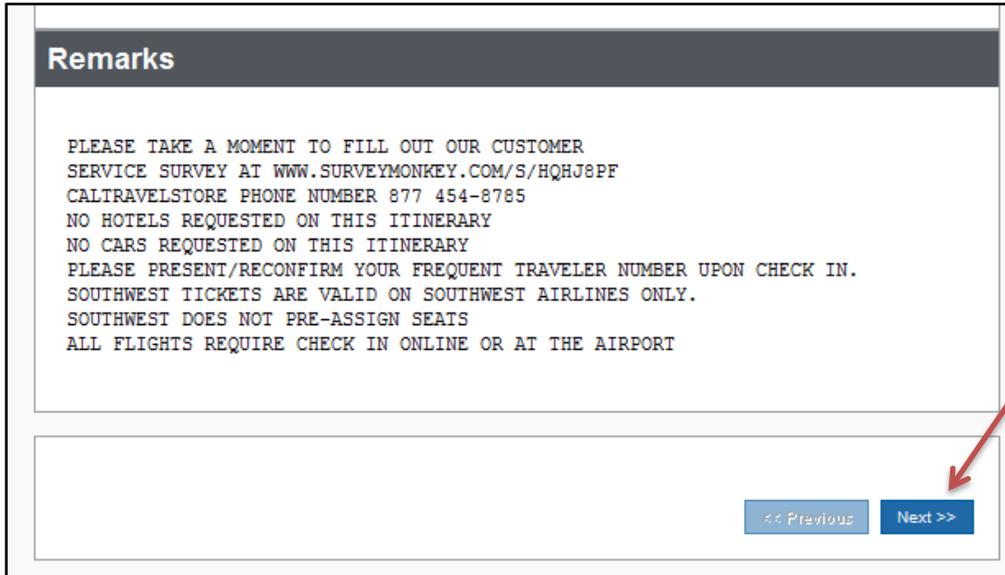
**The hotel provided the following information:**

- 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**

15. 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".

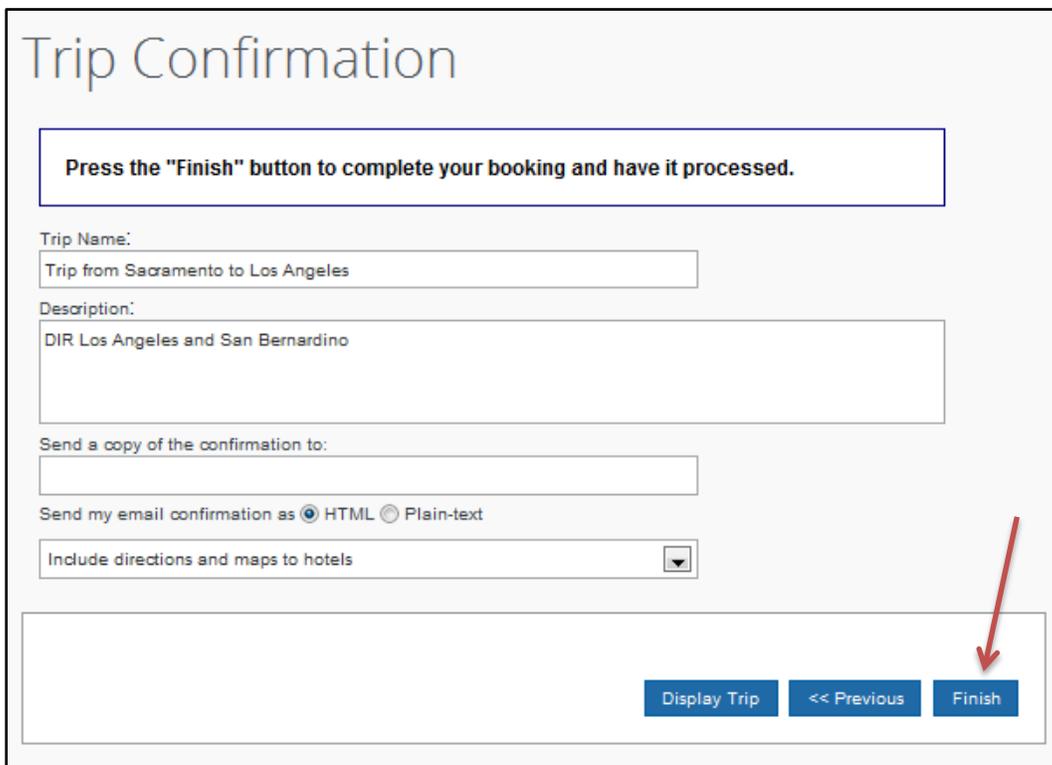


**Remarks**

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT [WWW.SURVEYMONKEY.COM/S/HQHJ8PF](http://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 >>](#)

16. Verify any necessary trip information and click "Finish".



## Trip Confirmation

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

Trip Name:

Description:

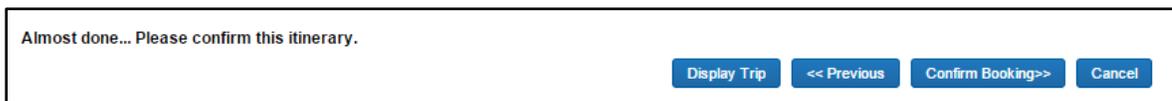
Send a copy of the confirmation to:

Send my email confirmation as  HTML  Plain-text

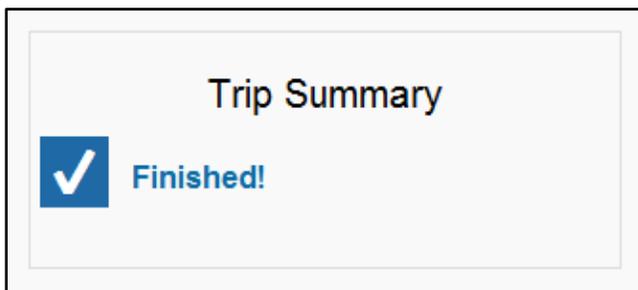
Include directions and maps to hotels

[Display Trip](#) [<< Previous](#) [Finish](#)

17. 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”.



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



**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.