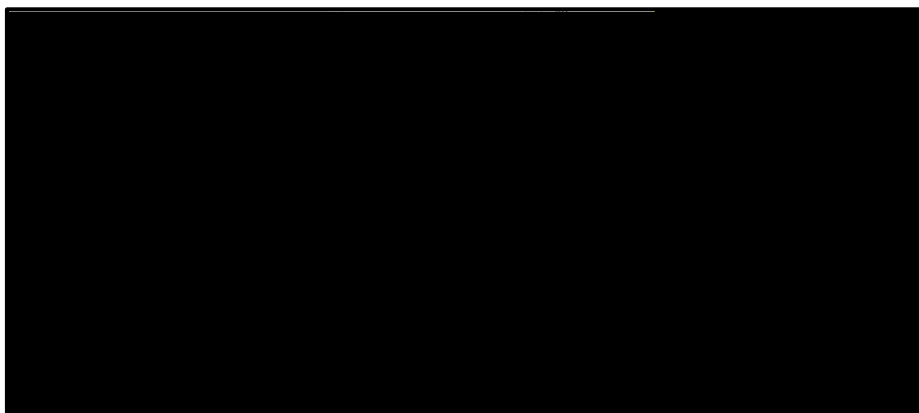


Booking a Car

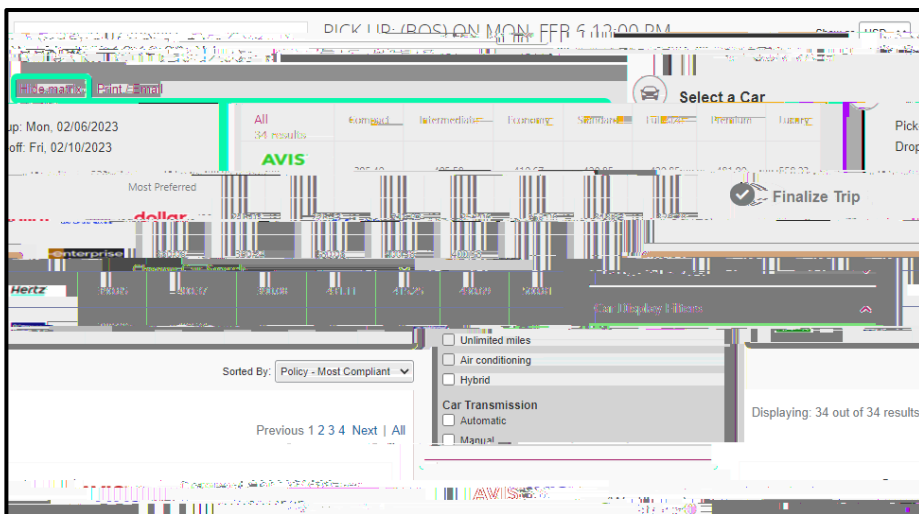
While SAP Concur makes it easy to book airfare, hotel, and rental cars all at once, you

3. Select a **Car Type**, **Smoking** preference, and modify the **Car Vendors** that you want included in your search.
4. Once you have selected all applicable search options, select **Search**.

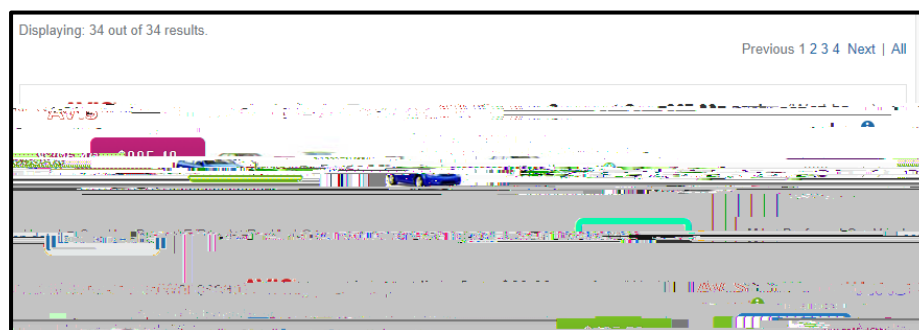


5. Use the options located on the left side of the screen or select a column, row, or cell in the grid to filter the results.

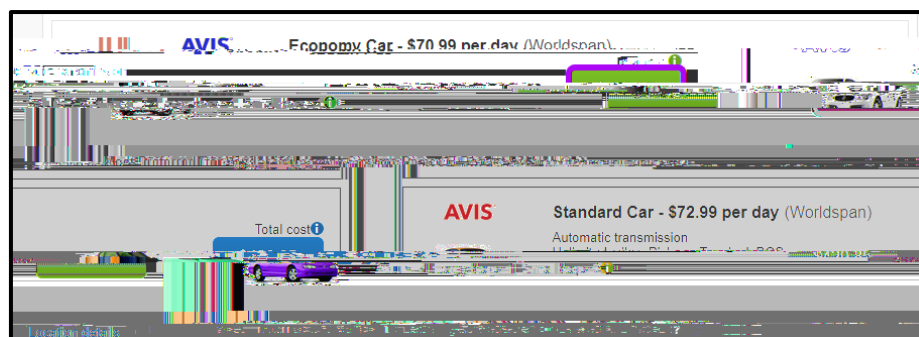
Note: To hide the matrix and display only the search results, select **Hide matrix**.



Use the **Location details** link to view more information about the rental car.



6. To choose a car, select the fare amount.



Once a car rental fare is selected, the **Review and Reserve Car** itinerary will display. Here, you can add additional information such as car preferences, driver information, and a rental car agency if applicable.

Type	Pick-up	Drop-off
Standard Car	Airport Terminal	Airport Terminal
Features	BOS: Boston	BOS: Boston
	12:00 pm Mon, 02/06/2023	12:00 pm

PROVIDE RENTAL CAR PREFERENCE
 Your preferences and comments will be passed to the rental car agency.
 Comments (30 character max)

ENTER DRIVER INFORMATION

Phone: 206-555-1242 Email: suep_ls_en@p00103105exu

Driver Name: Sus Peterson

Rental Car Agency: No Program selected

- Review the price summary, payment method, and then select **Reserve Car and Continue**.

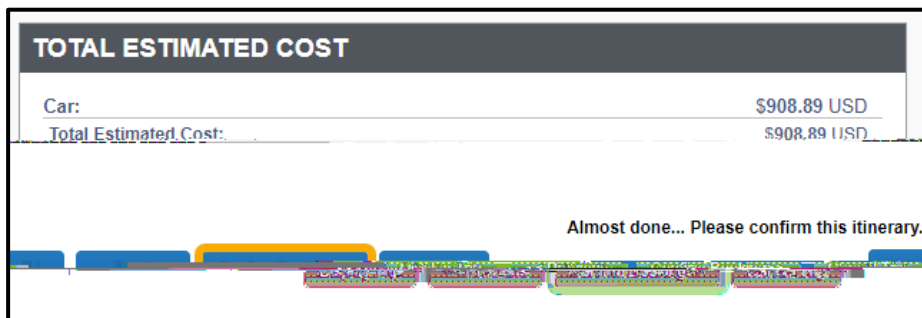
Description	Daily Rate	Dates	Total
Standard Car	100.00	02/06/2023 - 02/07/2023	200.00

METHOD OF PAYMENT

My Corporate Card (...4444) Edit this card Add credit card

* Indicates credit card is a company card

- On the Trip Confirmation screen, scroll down and select **Confirm Booking**.



The reservation process is complete. Depending on your company's configuration, you might need to submit a request for this trip which will require an additional step.

- Review the car rental request details, and then select **Submit Request**.



- Select **Accept & Continue**.



Confirm your car rental request by selecting **Pending Approval** from the **View** menu on the **Manage Requests** screen.

