

## Concur Travel Home Page – Fully Redesigned

In the current User Interface (UI), there is not a Home Page for those companies on Concur Travel only, while integrated Concur Travel & Expense clients are accustomed to landing on a Home Page.

In the enhanced User Interface (UI), ALL Concur Travel sites will land on the Home Page upon entering the site. It will look similar to the below, the Company Notes compressed, but can be expanded.

Home Travel App Center Take a Tour Profile Help

AAA Corporate Travel Services Hello, Will 00 View Trips

### TRIP SEARCH

Reservations booked on Southwest are issued as an Instant purchase. If you have a Southwest unused ticket to apply, you must call a AAA Corporate Travel Agent at 800-354-4514 for assistance.

Please apply your unused tickets; you may note the ticket you wish to apply in the Unused Ticket box found on the Trip Information Page.

Air/Rail Search  
Round Trip One Way Multi-Segment  
Departure City  
Arrival City  
Search  
Show More  
Or, tell us in your words what you want to do  
e.g. flight from JFK to Paris on Tuesday Search

### ALERTS

- Triplt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to Triplt. [Connect to Triplt](#) No thanks
- You haven't signed up to receive e-receipts. [Sign up here](#)
- Your United States of America passport expires on 02/10/2015 [Update](#)
- You have unused tickets

### COMPANY NOTES

Welcome to **AAA Corporate Travel Services** Concur Travel TEST Center

Technical Support:  
AAA Online Support Desk: 877-463-0543

Read more

### MY TRIPS (0)

You currently have no upcoming trips.

### FACTS & STATS

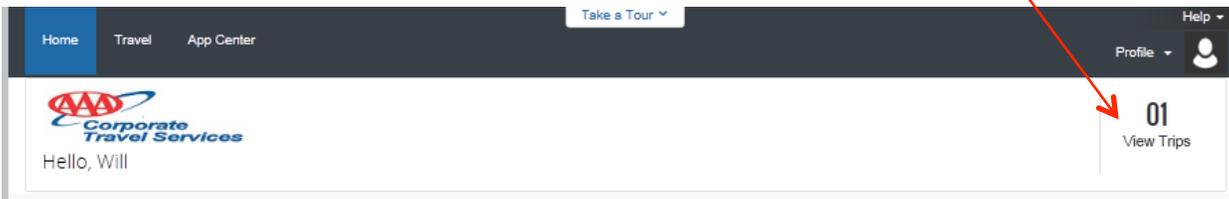
**Did you know?**  
Some countries won't let you enter if your passport expires within 6 months. Keep your passport updated!

**Did you know?**  
89% of business travelers agree that mobile technology improves their travel experience.

AAA Corporate Travel Services Online Help Desk (877) 463-0543 Company Policy Travel Policy

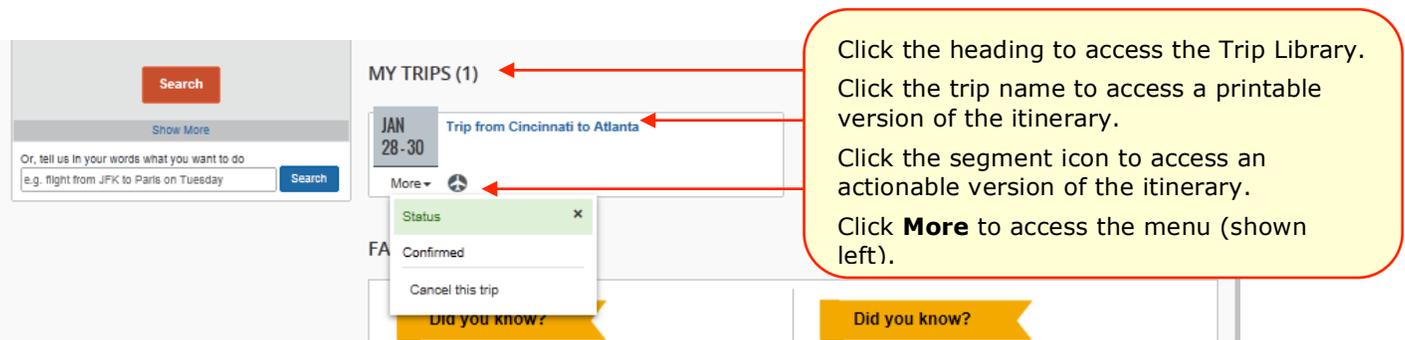
## Task Bar section:

Your task bar may look similar to the below, where your current number of upcoming trips will be noted:



## My Trips section:

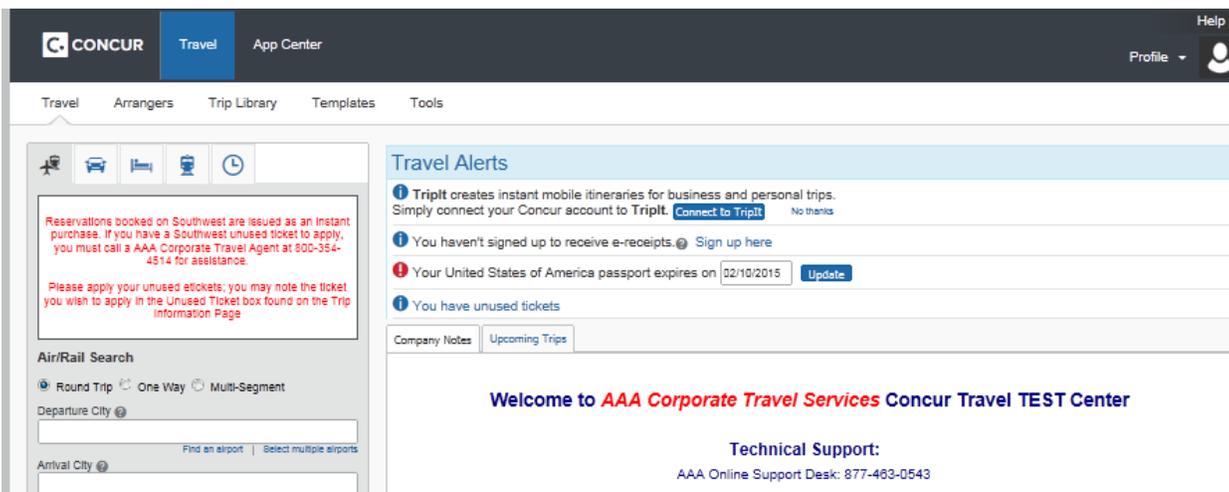
This section appears just below the **Trip Search** section.



## RETURNING TO HOME:

Once you leave the home page, clicking on **Travel** the **Home Page** company logo is replaced by the Concur logo. To return to the home page, click the Concur logo.

The Travel Page view will look more familiar to you, Company Notes fully expanded along with your Upcoming Trips tab. The main differences in this view vs. the Current User Interface are further below.



## Travel Page Enhancements (for users who have guest travel booking privileges):

Please note the main difference on the TRAVEL page is those with **Guest Booking** permission, will see where to choose that booking option just above the Travel Wizard area, the site defaulted to **Booking for myself**. **AAA Corporate Travel's Banner** with the Online Help Desk contact information is now noted at the bottom of the page.

The screenshot displays the Concur Travel interface. At the top, there's a navigation bar with 'CONCUR', 'Travel', and 'App Center'. Below it, a secondary navigation bar includes 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into several sections:

- Booking Options:** A selector for 'Booking for myself' (selected) and 'Book for a guest'.
- Travel Alerts:** A section with several alerts, including one about TripIt integration, e-receipts, and a passport expiration date of 02/10/2015.
- Air/Rail Search:** A search form with fields for 'Departure City' and 'Arrival City', and a 'Search' button.
- Welcome Message:** A central message: 'Welcome to AAA Corporate Travel Services Concur Travel TEST Center'.
- Technical Support:** Information about the AAA Online Support Desk (877-463-0543).
- Phone Numbers for AAA Corporate Travel:** Domestic Desk (800-468-4509) and International Desk (888-214-4340).
- Concur Travel Training:** Links for 'Updating Travel Profile', 'Creating a Travel Reservation', 'Changing a Reservation', and 'Concur Travel User Guide'.
- AAA CTS Information:** Links for 'AAA Newsletter', 'Print My Invoice', and 'AAA Trip Tik Driving Directions'.

At the bottom of the page, there is a footer with the AAA Corporate Travel Services logo and contact information (877) 463-0543, a 'Company Policy' link, and a copyright notice for 2015.

For the most part, the enhancements involve look-and-feel, except:

**Travel Map:** The Travel Map tab has been removed.

**Travel policy:** In the current UI, there was a menu option called *Travel Policy*. It highlights all the travel policy rules enabled for the user travel class. In the enhanced UI, the link is in the footer.

\*\*\*Please note, we can load your actual company policy directly into this link for reference by your employees....let your account manager know if you are interested in doing so\*\*\*

## Profile Menu

The screenshot displays the Concur user interface. At the top, the navigation bar includes the Concur logo, 'Travel', 'App Center', and a 'Profile' dropdown menu. The main content area is titled 'Profile Options' and lists various settings categories: Personal Information, Company Information, System Settings, Contact Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, and Mobile Registration. A modal window is open over the 'Profile Options' section, showing the user's name 'Will B Never' and two buttons: 'Profile Settings' and 'Sign Out'. Red arrows point from the 'Profile Settings' and 'Sign Out' buttons in the modal to the corresponding text in the explanatory text below.

### **Profile Settings & Access to Traveler Profile Page**

With the enhanced UI, users click on **Profile > Profile Settings**

Click on the applicable profile option to update your traveler profile page, change passwords, etc.

### **Sign Out (formerly Log Out)**

With the enhanced UI, users click **Profile > Sign Out**.

## Search Results Pages

Change Air, Car, & Hotel Search, Estimated Trip Costs, and other search filters, have moved from the right side of the page to the left side:

## Air Results Page:

CONCUR
Help

Travel
Trip Library
Templates
Tools
Profile

### Trip Summary

Select Flights

Round Trip  
 CVG - ATL  
 Outbound: Wed, 01/14/2015  
 Return: Thu, 01/15/2015

Finalize Trip

## Cincinnati, OH To Atlanta, GA

### Wed, Jan 14 - Thu, Jan 15

[Print / Email](#)  
[Hide matrix](#)

All 63 results	US Airways	American Airlines	Delta	United	Multiple Carriers
Nonstop 3 results	--	--	2 results	--	--
1 stop 60 results	14 results	19 results	13 results	9 results	5 results

#### Change Flight Search

From:  
 CVG - Cincinnati No Kentucky Intl Arpt - Cincinnati, C  
Find an airport | Select multiple airports

To:  
 ATL - Hartsfield Intl Arpt - Atlanta, GA  
Find an airport | Select multiple airports

Departure:  
 01/14/2015

Return:  
 01/15/2015

Search flights by:  Price  Schedule

Flights w/ no double connections

Search

#### Baggage Fee Policies

Show fare display legend

Shop by Fare | Shop by Schedule

Sorted By: **Depart - Earliest**

Please try to use any unused airlines tickets, which can only be applied to tickets on the same airline.

When making your flight reservations, you can note what ticket you wish to apply in the "comments to agent" box found on the Trip Information page

Reservations booked on Southwest are issued as an instant purchase. If you have a Southwest unused ticket to apply, you must call Angle Reed at 813-595-2834 for assistance.

Outbound   Return

Cincinnati, OH - Wed, Jan 14

Displaying: 63 out of 121 results

Carrier	Depart	Arrive	Stops	Class	SeatMap	
 <b>Starting From:</b> \$470.20	US Airways #5198	CVG	05:45 am → CLT	07:04 am D	Economy	
	US Airways #0469	CLT	07:50 am → ATL	09:10 am D	Economy	
3h 25m; Canadair Regional Jet 900, Airbus Industrie A321; (Worldspan)						
 <b>Starting From:</b> \$470.20	American Airlines #5198	CVG	05:45 am → CLT	07:04 am D	Economy	
	American Airlines #0469	CLT	07:50 am → ATL	09:10 am D	Economy	
3h 25m; * Operated by US Airways; Canadair Regional Jet 900, Airbus Industrie A321; (Worldspan)						
 <b>Starting From:</b> \$471.70	American Airlines #1587	CVG	05:50 am → DFW	07:44 am D	Economy	
	American Airlines #0314	DFW	08:30 am → ATL	11:27 am D	Economy	
5h 37m; Embraer RJ145, McDonnell Douglas MD-80; (Worldspan)						
 <b>Starting From:</b> \$471.70	American Airlines #1587	CVG	05:50 am → DFW	07:44 am D	Economy	
	American Airlines #1473	DFW	10:00 am → ATL	01:00 pm D	Economy	
7h 16m; Embraer RJ145, McDonnell Douglas MD-80; (Worldspan)						
 <b>Starting From:</b> \$738.20	Delta #1520	CVG	06:00 am → ATL	07:49 am D	Economy	
3h 49m; McDonnell Douglas MD-80; (Worldspan)						
 <b>Starting From:</b> \$478.20	United #3376	CVG	06:20 am → ORD	06:48 am D	Economy	
	United #3709	ORD	08:14 am → ATL	11:09 am D	Economy	
4h 49m; Embraer RJ135/145/14X, Canadair Regional Jet 700; (Worldspan)						

# Car Results Page:

CONCUR
Help

Travel
Profile

App Center

Travel
Tools

### Trip Summary

**Select a Car**

Days: 1  
CVG - Terminal

Pick-up: Wed, 01/14/2015  
Drop-off: Thu, 01/15/2015

**Finalize Trip**

**Pick up: (CVG) on Wed, Jan 14 12:00 PM**

**Return: Thu, Jan 15 12:00 PM**

[Print / Email](#)

[Hide matrix](#)

All 34 results	Mini Car	Economy Car	Compact Car	Intermediate Car
	--	43.00	44.00	46.00
	--	42.00	42.00	45.00
	145.80	144.45	46.00	48.00
	--	77.90	80.75	81.70
	--	82.00	85.00	86.00
	--	100.98	103.59	104.55
	--	79.94	83.98	87.21
	--	91.08	95.68	99.36
	--	91.08	95.68	99.36

Displaying: 34 out of 34 results. << Previous 1 2 3 4 Next >> | All

Sorted By: Policy - Most Compliant

**Economy Car (Worldspan)**

**\$43.00 per day**  
(Corporate rate)

[Select](#)

E Receipt Enabled [more info](#)

Unlimited miles  
Pick up: Terminal: CVG  
Automatic transmission  
Total cost **\$56.51**

**Compact Car (Worldspan)**

E Receipt Enabled [more info](#)

**Change Car Search**

Pick-up date: 01/14/2015 12:00 pm

Drop-off date: 01/15/2015 12:00 pm

Pick-up car at:  Airport Terminal  Off-Airport

Please enter an airport:  
CVG - Cincinnati No Kentucky Intl Aprt - Cincin

Return car to another location

[More Search Options](#)

[Search](#)

**Car Display Filters**

Unlimited miles

Air conditioning

Hybrid

**Car Transmission**

Automatic

Manual

## Hotel Results Page:

The screenshot displays the Concur Travel app interface. At the top, there's a navigation bar with 'CONCUR', 'Travel', and 'App Center'. Below that, a 'Trip Summary' section shows 'Check-in Wed, Jan 14 - Check-out Thu, Jan 15' and 'Atlanta, GA, USA'. A search filter section allows for date and location adjustments. A map shows the search area in Atlanta. The main results section lists hotels, with 'Fairfield Inn & Suites Atlanta' as the top result, priced at \$119. A red arrow points to the 'Select' button on the right side of the first hotel listing.

An important update to make note of, is that for air, rail, car and hotel bookings- the **Reserve**  button now reads **Select** . Continue below to see why and what happens next in the booking process....

### Travel Review Pages – NEW

This is a new feature with the enhanced UI. This page allows the user to see, review, and update, pertinent options about each segment prior to reserving. Here are a few samples of air, car and hotel **REVIEW** and **RESERVE** page sections:

## A review of the segments booked

### REVIEW RENTAL CAR

Avis Car Rental [Location details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
<a href="#">Features</a>	ORD: Chicago	ORD: Chicago
	09:10 am Tue, 10/14/2014	02:00 pm Wed, 10/15/2014

## Preferences (Comments previously called Message to Vendor)

### PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

## Hotel policy confirmation (you still must check the box that you agree to the rate rules)

### ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

EXTRA PERSON: 10.00 USD EXTRA PERSON CHARGE

6PM CANCEL DAY OF ARRIVAL  
OR PARTIAL PAYMENT MAY BE FORFEITED  
GUARANTEE: CREDIT CARD  
KROGER  
COMP PARKING-CONTINENTAL BREAKFAST-INTERNET  
COMP AIRPORT TRANSPORTATION  
2 QUEEN BEDS-NONSMOKING  
10 SPEED OF DAY SWEET DREAMS EXPERIENCE BED

I agree to the above rate rules, restrictions, and cancellation policy.

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

## Traveler Information including name, contact information and frequent guest program details

### ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [?](#)

#### PRIMARY TRAVELER Edit | Review all

**Name:** William Never **Phone:** 314-769-9055

Document Type  
 [View Details](#)

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#### Frequent Flyer Programs

For American Airlines

## Seat Assignments for Air/Rail

### SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

## Method of Payment

### SELECT A METHOD OF PAYMENT

How would you like to pay?

**Choose a credit card**

[Add credit card](#)

\* Indicates credit card is a company card

## Rules and Restrictions for Airfare

### ACCEPT FARE RULES AND RESTRICTIONS

NON-REFUNDABLE TICKET

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only. Select these flights anyway?

#### RULE APPLICATION AND OTHER CONDITIONS

NOTE - THE FOLLOWING TEXT IS INFORMATIONAL AND NOT VALIDATED FOR AUTOPRICING. EXCURSION FARES APPLICATION CLASS OF SERVICE THESE FARES APPLY FOR FIRST/BUSINESS/ECONOMY/COACH CLASS SERVICE. CAPACITY LIMITATIONS SEATS ARE LIMITED.

#### ELIGIBILITY

NO ELIGIBILITY REQUIREMENTS APPLY.

#### DAY/TIME

PERMITTED MON/TUE/WED/THU/SAT.

\* I agree to the above fare rules and restrictions.