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

![Task Bar Screenshot]

**My Trips** section:
This section appears just below the **Trip Search** section.

![My Trips Screenshot]

**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 Screenshot]
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.

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**

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:
Car Results Page:

### Trip Summary
- **Pickup:** Wed, Jan 14 12:00 PM
- **Return:** Thu, Jan 15 12:00 PM

### Change Car Search
- Pickup date: Jan 14, 2015
- Drop-off date: Jan 15, 2015

### Car Display Filters
- Unlimited miles
- Air conditioning
- Style

### Table
<table>
<thead>
<tr>
<th>Car Company</th>
<th>Min Car</th>
<th>Economy Car</th>
<th>Compact Car</th>
<th>Intermediate Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>-</td>
<td>43.00</td>
<td>44.00</td>
<td>46.00</td>
</tr>
<tr>
<td>Hertz</td>
<td>-</td>
<td>42.00</td>
<td>42.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Enterprise</td>
<td>145.90</td>
<td>144.15</td>
<td>46.00</td>
<td>46.00</td>
</tr>
<tr>
<td>Avis</td>
<td>77.00</td>
<td>83.75</td>
<td>81.70</td>
<td></td>
</tr>
<tr>
<td>Hertz</td>
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<td>85.00</td>
<td>86.00</td>
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</tr>
<tr>
<td>Enterprise</td>
<td>100.58</td>
<td>103.59</td>
<td>104.55</td>
<td></td>
</tr>
<tr>
<td>Hertz</td>
<td>79.94</td>
<td>83.98</td>
<td>87.21</td>
<td></td>
</tr>
<tr>
<td>Hertz</td>
<td>91.06</td>
<td>95.68</td>
<td>98.36</td>
<td></td>
</tr>
</tbody>
</table>

Total cost: $166.51

### Car Display
- **Economy Car (Worldspan)**
  - 542.00 per day
  - Unlimited miles
  - Automatic transmission
  - Pick-up at Terminal CVG
  - Total cost: $166.51
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

<table>
<thead>
<tr>
<th>Type</th>
<th>Pick-up</th>
<th>Drop-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy Car</td>
<td>Airport Terminal</td>
<td>Airport Terminal</td>
</tr>
<tr>
<td>Features</td>
<td>ORD: Chicago</td>
<td>ORD: Chicago</td>
</tr>
<tr>
<td></td>
<td>09:10 am Tue, 10/14/2014</td>
<td>02:00 pm Wed, 10/15/2014</td>
</tr>
</tbody>
</table>

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)
Ex: Need early check-in (10am)

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-non-smoking

dated 01/26/2014 guest opens executive 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

![Traveler Information Form]

**Seat Assignments** for Air/Rail

![Seat Assignment Form]

**Method of Payment**

![Select Method of Payment]

**Rules and Restrictions** for Airfare

![Rules and Restrictions]

*Please agree to the above fare rules and restrictions.*