Concur Reservation Quick Start Guide

LOGIN

- Go to your company travel hub: conlintravelhub.com/wsu and click on Online Access. -or- Pipeline.Wayne.edu
- Enter your WSU Access ID and Password and click Login.
- Click on the **Employee Tab** then under **Administrative System**
- Click on **TravelWayne** link
- Click on the **Log In** link

TRAVEL CENTER

- **Alerts** – Allows connecting your itineraries to TripIt automatically and sign up for E-receipts for cars and hotels.
- **Travel Info** – Scheduled maintenance and other notices will be posted here.
- **Trip List** – upcoming travel or travel that has recently completed.
- Explore the **Travel and Profile** tabs at the top left.

PROFILE OPTIONS

- From the Home Page, click on **Profile** link.
- Click link to modify or add details in the following sections; Personal Information, Change Password, System Settings, Assistants/Arrangers, E-Receipts Activation and Mobile Registration.
- Click **Save**.

NOTE: Concur offers dual synch functionality - all profile updates are instantly synched to Conlin Travel. Profiles are secured in 128 bit encryption to safely transmit information.

AIR/RAIL – SEARCH

- On the **Air/Rail** tab, select one on the following: **Round Trip, One Way or Multi-Segment.**
- Enter your **Departure City, Arrival City, Departure Dates** and **Times**.
- Choose to **Pick up/Drop off** car at Airport
- Choose **Find a Hotel.** More selection parameters appear if hotel is needed.
- Specify **Airline** or **Select Refundable only** air fare, if appropriate.
- In the Search Flights by field, select either **Price** or **Schedule.**
- Click **Search**.

HOTEL BOOKING

- Click on the **Hotel** tab.
- Enter **Check-in Date** and **Check-out Date**.
- Choose location near **Airport, Address, Company Location** or **Reference Point/Zip code.**
- Use filter option if needed, **Names Containing**.
- Click **Search**. Click **Reserve** by your selection.

*NOTE: Returned hotel information will provide **Maps, StarRatings, More Information, Comparison** shopping and allow to **Choose Room. Preferred Company hotels will be denoted with yellow diamonds.***

Conlin Travel
People. Technology. Results.

Concur Online Reservation Quick Start Guide

CAR RENTAL BOOKING
- Click on the **Car** tab.
- Enter **Pick-up Date, Drop-off Date** and **Times.**
- Choose to pick up at **Airport Terminal** or **Off-Airport.**
- Enter your **Airport Code**
- Select **Return car** to another location or **More search** options, if appropriate.
- Click **Search**.
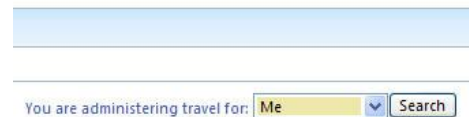
COMPLETE THE BOOKING
- Complete all of the steps for booking an air, hotel or car rental and choose your options from the results pages.
- Enter your trip information in the **Trip Name & Trip Description** field.
- Click **Next** to finalize your reservation.
- To complete the booking, click **Purchase Ticket.**

TRIP ACTIONS
- From the home page, **Travel Center,** select the trip under **Upcoming Trips** *(center of page).*
- Click on itinerary for **Trip Actions.**
- From there select: **View Itinerary, Email Itinerary, View Requests, Create Template, Clone Trip, Share Trip, Change/Cancel Trip,** or **Cancel Entire Trip**
- You may cancel a car or hotel at any time within that individual cancellation policy.
- To cancel an air/rail reservation, you may need to contact Conlin Travel depending on the itinerary.
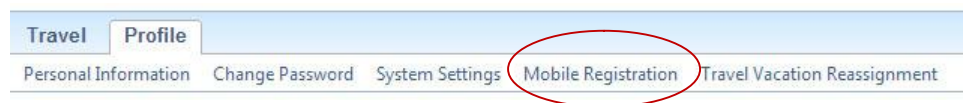
TRAVEL ARRANGER
- If you are authorized to **Administer Travel,** from the home page, use the drop down menu *(top right).*
- Select the traveler's name, for which you will be making travel arrangements.

CONCUR FOR MOBILE
- From the home page click **Profile** and select **Mobile Registration** *(left hand side).*

- Create a **Mobile PIN** and **Verify**. This can include letters, numbers and/or special characters.
- Concur Mobile is available for Blackberry, iPhone and Android devices.
- Learn more and download instructions from this page.
- From your device you can view your Itinerary, Search, Book and Call - Hotels, Rental Cars and Amtrak, Check your flight status, and obtain driving directions and Map Locations.

SUPPORT
Call or email at eservices@conlintravel.com or call at 1-888-387-3536 during business hours of 8:00 AM – 5:30 PM.