

Add Segments to Existing Trip

To avoid multiple itineraries (and reservation fees) for a single trip, the Concur user can book all segments within the same itinerary. The user can add car or hotel segments to an existing reservation/itinerary at a later time.

From the Travel Home Screen, under Upcoming Trips, the Concur User will select the desired trip they would like to add a segment to:

Travel Alerts

i Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now

Company Notes **Upcoming Trips** Trips Awaiting Approval

| Trip Name/Description | Status | Start Date | End Date | Action |
|---|-----------|------------|------------|-------------|
| Trip from Atlanta to Los Angeles (OJCYQY) | Confirmed | 03/01/2021 | 03/05/2021 | |
| Trip from Atlanta to New York (LSC4UL) | Confirmed | 07/01/2021 | 07/02/2021 | Cancel Trip |

When the Concur User selects the desired trip they would like to modify, they will be redirected to the Trip Overview page of the reservation:

Trip Summary

Finalize Trip
Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Travel Details

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 Atlanta to New York [\(Edit\)](#)
Start Date: July 01, 2021
End Date: July 02, 2021
Created: March 11, 2021, William Never *(Modified: March 11, 2021)*
Description: (No Description Available) [\(Edit\)](#)
Project Number: 123456789
Agency Record Locator: LSC4UL
Passengers: William Never
Total Estimated Cost: \$237.95 USD [\(Details\)](#)

Add to your Itinerary
 Car Hotel
 Parking

To update, you can click on the necessary icon on the right side of the Trip Overview Page. You also have the option to cancel by clicking on the “Cancel Entire Trip” tab located on the left hand side of the Trip Overview:

Trip Summary

Finalize Trip
Review Travel Details
Enter Trip Information
Submit Trip Confirmation

Travel Details

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 Atlanta to New York [\(Edit\)](#)
Start Date: July 01, 2021
End Date: July 02, 2021
Created: March 11, 2021, William Never *(Modified: March 11, 2021)*
Description: (No Description Available) [\(Edit\)](#)
Project Number: 123456789
Agency Record Locator: LSC4UL
Passengers: William Never
Total Estimated Cost: \$237.95 USD [\(Details\)](#)

Add to your Itinerary
 Car Hotel
 Parking





Choose the destination you require for the car or hotel portion of your trip and select Search

The screenshot shows a 'Travel Details' page with a modal window titled 'Trip leg selection'. The modal contains a dropdown menu for 'Add reservation to:' with 'New York, NY (LGA) (Jul 1)' selected. Below the dropdown are 'Cancel' and 'Search' buttons. In the background, the 'Add to your Itinerary' section has 'Car' and 'Hotel' options, with 'Hotel' highlighted by a red box. Other visible text includes 'Project Number: 123456789', 'Agency Record Locator: LSC4UL', 'Passengers: William Never', 'Total Estimated Cost: \$237.95 USD (Details)', and a notice: 'Airfare must be ticketed by: 03/12/2021 11:00 PM Eastern'.


Your travel dates and city will auto populate based on your reservation details:

The screenshot displays a 'Find a Hotel' search interface. On the left is a 'Trip Summary' sidebar with 'Select a Hotel' and 'Finalize Trip' buttons. The main search area includes 'Check-in Date' (07/01/2021) and 'Check-out Date' (07/02/2021) fields. Below these are search criteria: 'Search within 20 miles from' with radio buttons for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code' (selected). A text field for 'Reference Point / Zip Code' contains 'New York, NY'. There is also an unchecked checkbox for 'Only show results showing:'. At the bottom, there are sections for 'Hotel Memberships' (showing 'No vendors in profile.') and 'Hotel Vendors' (with 'Any Vendor' selected and other options like 'Wyndham Rewards *', 'AccorHotels *', and 'Choice Brands *'). A yellow note at the bottom states '* Indicates major vendor.'

The search results will be displayed and you can make your necessary selection by clicking the Select Tab. Any preferred vendors will be notated in the search results:

| | | |
|---|---|---|
|  | <p>1. aloft Manhattan Downtown-Financial Distr 49-53 Ann Street, New York, NY 10038 Map it</p> | <p>\$188</p> |
| <p>📍 0.05 miles ★★★★★</p> | | <p>View Rooms</p> |
| <p>Hotel details</p> | | |
|  | <p>2. Moxy NYC Downtown 26 Ann Street, New York, NY 10038 Map it</p> | <p>Sold Out</p> |
| <p>📍 0.11 miles ★★★★★</p> | | <p>This property is not available for these dates</p> |
| <p>Hotel details</p> | | |
|  | <p>3. Four Points by Sheraton NYC Downtown 6 Platt St, New York, NY 10038-4929 Map it</p> | <p>\$146</p> |
| <p>📍 0.17 miles ★★★☆☆</p> | | <p>View Rooms</p> |
| <p>Hotel details</p> | | |
|  | <p>4. Holiday Inn New York City-Wall Street 51 Nassau St, New York, NY 10038 Map it</p> | <p>\$161</p> |
| <p>📍 0.17 miles ★★★★★</p> | | <p>View Rooms</p> |
| <p>Hotel details</p> | | |

Select “View Rooms” to view the available room types at the desired property:

| | | |
|--|---|-----------------------------------|
|  | <p>1. aloft Manhattan Downtown-Financial Distr 49-53 Ann Street, New York, NY 10038 Map it</p> | <p>\$188</p> |
| <p>📍 0.05 miles ★★★★★</p> | | <p>Hide Rooms</p> |
| <p>Hotel details</p> | | |
| <p>Room Options</p> | | |
| <p>Out - About Local Package Includes See Rate Rules Guest Room 1 King Please cancel 2 days before arrival (Worldspan) Rules and cancellation policy</p> | | <p>✓ \$188</p> |
| <p>Marriott Rewards Flexible Guest Room 1 King Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy</p> | | <p>✓ \$205</p> |
| <p>Marriott Rewards Flexible Guest Room 1 Queen Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy</p> | | <p>✓ \$205</p> |
| <p>Flexible Rate Guest Room 1 King Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy</p> | | <p>✓ \$209</p> |
| <p>Flexible Rate Guest Room 1 Queen Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy</p> | | <p>✓ \$209</p> |

Select your desired rate and proceed with the booking process:

Trip Summary

Hotel Selected
Nights: 1
New York, NY
Check-in: Thu, 07/01/2021
Check-out: Fri, 07/02/2021

Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

aloft Manhattan Downtown-Financial Distr
Out - About Local Package Includes See Rate Rules Guest Room 1 King Please cancel 2 days before arrival
1 Night | 1 Guest*

| Check-in | Check-out | Address | Phone |
|-------------------------|-----------------------|---|--------------|
| Thursday, July 01, 2021 | Friday, July 02, 2021 | 49-53 Ann Street New York, New York 10038 United States | 212-513-0003 |

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.


Comments (30 character max)
Ex: Need early check-in (10am)

Request foam pillows Request rollaway bed Request crib

Be sure to read through the hotel's cancellation policy and acknowledge that you have reviewed. Proceed by selecting "Reserve Hotel and Continue":

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

aloft Manhattan Downtown-Financial Distr 

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

CANCEL PERMITTED UP TO 02 DAYS BEFORE ARRIVAL
219.36 USD CANCEL FEE PER ROOM
~~TRAVEL INSURANCE COVERAGE IS REQUIRED UPON EARLY DEPARTURE AN EARLY~~

*I agree to the hotel's rate rules, restrictions, and cancellation policy.

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

Continue through the prompts until you have reached the Finished page:

Trip Summary

Finished!

Finished!

Your reservation has been booked, but not yet processed. Travel Incorporated will send you the final itinerary/invoice once completed. If you do not receive your email within 24 hours, please call the Travel Incorporated Online Technical Support Desk at 1-866-738-6444 for assistance.

Trip Record Locator : LSC4UL