

## Dollar General Announces Travel Incorporated

We are excited to announce that **Travel Incorporated** has been selected as the Travel Management Company to service Dollar General' travel needs effective **February 20, 2013**. We will encourage the use of Concur as the primary means to book travel as it will directly reduce the costs associated with our overall Dollar General Travel program.

Before you make your first reservation you must have a Concur Expense Profile  
 Please contact your manager if you do not have a Concur Expense Profile

Access Dollar General home portal <http://dge.dolgen.net/home/>  
 Click on **DGme**

On the DGme page you will access **Travel & Expense**  
 You are now connected to our online booking tool Concur

Confirm the name in your profile matches your name exactly as it appears on your government issued ID that you will use to board your flights. Travel Incorporated will use the name in your profile to book your flights. To ensure that you comply with the new TSA Secure Flight requirements, your profile must also include your gender and date of birth.

- Preview your expanded expense profile, add your travel preferences and click save.
- Go back to the HOME tab; for the Concur Travel Center page; begin making travel arrangements.

Travel Inc. offers various levels of support to ensure all of your travel needs are achieved with ease. There is a Concur Overview and Training tab on the corporate portal to help you navigate Concur. The services and numbers below are also available for support if necessary.

### Traveler Support Directory

<b>Support Service</b>	<b>Contact Information</b>	<b>Hours</b>	<b>When to Contact</b>
Concur Travel Online Support Help Desk	+1 866.738.6444	7:30AM – Midnight ET Mon - Fri	*You receive an error in Concur *You are unable to find the flight or vendor you are searching in Concur *Any other Concur technical issues
To Speak to A Travel Counselor	Toll Free from inside the US <b>+1 877.486.4035</b> Local Atlanta and outside US <b>+1 770-291-4233</b>	<b>Every hour!</b> <b>Every day!</b>	*You are booking a complex itinerary *You are making a flight change on Southwest Airlines or AirTran *You do not have access to Concur <i>For tickets issued before the transition to Travel Inc. contact the carrier directly.</i>
Dollar General	Tricia Alsup palsup@dollargeneral.com	(615) 855-5052	For travel program feedback
Corporate Travel Portal	<a href="#">Click Here</a>		Company Travel Policy Concur Interactive Simulator Other Valuable Travel Information