

Concur Travel Reservation System

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REQUEST A CONCUR ACCOUNT

First time users must contact the Division of Accounting's Travel Policy Section to request a Concur account and temporary password. An individual Concur account is required for the traveling employee, the supervisor approving the trip, and, if applicable, the support staff (travel assistant) making the travel arrangements.

Go to the CalTravelStore website: <http://www.caltravelstore.com/pages/travelstore> and select the Concur login.



The screenshot shows the CalTravelStore website interface. At the top left is the CalTravelStore logo with the tagline 'GOVERNMENT BUSINESS TRAVEL'. To the right is the DGS California Department of General Services logo and the Statewide Travel Program logo. Below these is a navigation menu with links: Home, CalTravelStore, DGS, Helpful Travel Links, Training, FAQs, and Vacations. The main content area features a banner image of a person's hand holding a suitcase with the text 'a passion for service'. To the right of the banner are three login buttons: 'Concur login' with the Concur logo, 'SWABIZ login' with the SWABIZ logo, and 'iBank login' with the iBank logo. Below these buttons is a link to 'Concur New User Guide Concur Profile' with a book icon.

LOGIN INSTRUCTIONS

Enter the employee's departmental e-mail address under User Name. Next, enter the temporary password assigned by the Travel Policy Section. Check "Remember user name on this computer" and click on the Login button.

User Name

Password

Remember user name on this computer

COMPLETE YOUR PERSONAL PROFILE

Home
Travel
Approvals
Reporting ▾
App Center
Profile ▾

CALIFORNIA DEPARTMENT OF
TRANSPORTATION

Hello, Terence

Terence Hung

[Profile Settings](#) | [Sign Out](#)

Profile Options

Select one of the following to customize your user profile.

| | |
|---|---|
| <p>Personal Information Your home address and emergency contact information.</p> <p>Company Information Your company name and business address or your remote location address.</p> <p>Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.</p> <p>Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.</p> <p>Change Password Change your password.</p> | <p>System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?</p> <p>Contact Information How can we contact you about your travel arrangements?</p> <p>Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.</p> <p>E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors.</p> <p>Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager.</p> <p>Mobile Registration Set up access to Concur on your mobile device</p> |
|---|---|

Users must complete their **Personal Profile** before attempting to book a trip. Employees must verify or add the following required information: From the Concur Home Page, click on **Profile** then **Profile Settings**. From the Profile submenu, click on **Personal Information**

- First, Middle, and Last name (as it appears on Driver's License or Passport)
- Approving Manager's Name
- Work phone number and address
- Emergency notifications
- TSA Secure Flight Information: Gender and birth date

Optional Information:

Preferences: Air, Hotel and Car Rental Preferences; Frequent Traveler Programs; Favorite Hotels; International Travel information; Travel Assistants/Arrangers; Credit Cards (for Hotels).

CHANGE PASSWORD

Users should immediately change the assigned temporary password to a personal password: From the Concur home page, select **Profile** then **Profile Settings** from the menu at the top of the page. From the Profile Options menu, select **Change Password**.

1. Enter the old (temporary) password and the new password in the designated fields.
2. Verify the new password by reentering it in the **Re-enter Password** field.

Enter a word or phrase in the **Password Hint** field to act as a reminder when the password is lost and then click **Save**. After a successful log in, the **Travel Center** page will appear. From the **Travel Center** page, users must complete their personal profile.

If you cannot remember the password, contact the Travel Policy Section for a password reset. A password reset can take as long as 24 hours if failed login attempts exceed the maximum allowed.

When finished entering the information, click **Save**. There are several **Save** buttons on the Profile page. Travelers only need to save once, as every **Save** button saves the entire profile.

Profile Options

Select one of the following to customize your user profile.

| | |
|---|---|
| Personal Information Your home address and emergency contact information. | System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end? |
| Company Information Your company name and business address or your remote location address. | Contact Information How can we contact you about your travel arrangements? |
| Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service. | Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you. |
| Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences. | E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors. |
| Change Password Change your password. | Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager. |
| | Mobile Registration Set up access to Concur on your mobile device |

Change Password

A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. *All fields are required.*

Note: Passwords are case sensitive.

| | | |
|----------------------|----------------------|-----------------------|
| Old Password | New Password | Re-enter New Password |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Password Hint (we will email this to you if you forget your password)

CREATE A TRAVEL RESERVATION

Reminder: Due to airport security, the name on your Concur account must match your driver's license or passport. Contact the Travel Policy Section if your name is incorrect on your Concur account.

To minimize service fees, combine Air, Car, and Hotel (if applicable).

The screenshot shows the 'Air/Rail Search' section of the Concur travel reservation interface. At the top, there are navigation options: 'Booking for myself' (selected) and 'Book for a guest'. Below this are icons for Air, Car, Hotel, and a clock. A note states: 'NOTE: Reservations within 24 hours should not be reserved in Concur. Travelers should contact CalTravelStore directly at 877-454-8785.' The search options include: 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. There are input fields for 'Departure City' and 'Arrival City', each with a 'Find an airport' and 'Select multiple airports' link. The 'Departure' section has a date field, a 'depart' dropdown, a 'Morning' time dropdown, and a '± 3' dropdown. The 'Return' section has a date field, a 'depart' dropdown, an 'Afternoon' time dropdown, and a '± 3' dropdown. There are checkboxes for 'Pick-up/Drop-off car at airport', 'Find a Hotel', 'Specify airline', and 'Refundable only air fares'. At the bottom, there are radio buttons for 'Search flights by Price' (selected) and 'Schedule'. A large orange 'Search' button is at the bottom right.

1. Air/Rail: Check Round Trip, One Way, or Multi-Segment; Enter Departure/Arrival City (enter airport code or city); Departure and Return Dates; Specify Morning or Afternoon (default) or choose dropdown for specific times. (+/- 3 = search 3 hours prior and after selected time). Amtrak choices will appear to offer travelers a choice between rail and air.

2. To add Car: Check Pick-up/Drop Off car at airport.

3. To add Hotel: Check "Find a Hotel."

4. Narrow the Hotel Search by entering a nearby address; or enter name of hotel.

5. Search for Refundable fares (uncheck to search Non-Refundable fares); Search by Price or by Schedule.

6. Click on

Search

Search Results – Compare airfares to find the most economical flight with regards to time and expense;

Upon choosing a flight, view the "Fare Rules" to be familiar with restrictions and penalties for changes or cancelation;

Choose to view "All" results to compare flight cost; you may reduce the number of available flight choices by choosing either "Nonstop" or "1 stop";

Also you can choosing your flights by

[Shop by Schedule](#)

or

[Shop by Fares](#)

Sacramento, CA To Ontario, CA

Sun, Mar 1 - Fri, Mar 6

[Print / Email](#)

[Hide matrix](#)

| All 24 results | Southwest ◆◆ | Delta ◆ | Multiple Carriers | US Airways | American Airlines |
|-----------------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|
| Nonstop 2 results | 426.14 2 results | -- | -- | -- | -- |
| 1 stop 14 results | -- | 1,228.70 1 results | 130.00 1 results | 493.70 6 results | 559.70 6 results |
| 2 stops 8 results | -- | 1,283.70 4 results | 130.00 4 results | -- | -- |

[Baggage Fee Policies](#)

[Show fare display legend](#)

Shop by Fares

Sorted By:

ALL State of California Fares are refundable, no change fee or penalties apply.
 NOTE: Same day flight reservations should not be reserved in Concur. Travelers should contact the CalTravelStore directly at 916-376-3989 or Toll Free at 877-454-8785.

Shop by Schedule

Select an outbound flight AND return flight to compare flight costs;

| Outbound | | Return | | | | |
|--|--|----------------|--------------|-------|---------|---------|
| Sacramento, CA - Sun, Mar 1 Displaying: 5 out of 22 results. | | | | | | |
| | Carrier | Depart | Arrive | Stops | Class | SeatMap |
| <input type="radio"/> | Southwest #1034 | SMF 12:15 pm → | ONT 01:30 pm | 0 | Economy | |
| Starting From: \$426.14 | ◆◆ 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | | |
| <input type="radio"/> | Southwest #113 | SMF 03:30 pm → | ONT 04:40 pm | 0 | Economy | |
| Starting From: \$426.14 | ◆◆ 1h 10m; 246 lbs CO ₂ ; (Southwest) | | | | | |
| <input type="radio"/> | Southwest #4288 | SMF 05:00 pm → | ONT 06:15 pm | 0 | Economy | |
| Starting From: \$426.14 | ◆◆ 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | | |
| <input checked="" type="radio"/> | Southwest #1002 | SMF 06:25 pm → | ONT 07:40 pm | 0 | Economy | |
| Starting From: \$426.14 | ◆◆ 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | | |
| <input type="radio"/> | Southwest #605 | SMF 09:55 pm → | ONT 11:10 pm | 0 | Economy | |
| Starting From: \$426.14 | ◆◆ 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | | |
| Displaying: 5 out of 22 results. | | | | | | |

Shop by Fares | Shop by Schedule | Sorted By: Depart - Earliest

We could do a deeper search to find additional flights, including sold out flights. [Load detailed schedule data.](#)

Chosen Carriers

Outbound

| | |
|-------------------------|--|
| Starting From: \$426.14 | Southwest #1002 SMF 06:25 pm → ONT 07:40 pm 0 Economy |
| | 1 hour 15 minutes; 246 lbs CO ₂ ; (Southwest) |
| | Remove |

Outbound | Return

Ontario, CA - Fri, Mar 6
 Displaying: 6 out of 21 results.

| | Carrier | Depart | Arrive | Stops | Class | SeatMap |
|-------------------------|-----------------|---|---------|-------|-------|---------|
| Starting From: \$426.14 | Southwest #3939 | ONT 07:50 am → SMF 09:10 am 0 | Economy | | | |
| | | 1h 20m; 246 lbs CO ₂ ; (Southwest) | | | | |
| Starting From: \$426.14 | Southwest #390 | ONT 10:45 am → SMF 12:05 pm 0 | Economy | | | |
| | | 1h 20m; 246 lbs CO ₂ ; (Southwest) | | | | |
| Starting From: \$426.14 | Southwest #4208 | ONT 12:30 pm → SMF 01:50 pm 0 | Economy | | | |
| | | 1h 20m; 246 lbs CO ₂ ; (Southwest) | | | | |
| Starting From: \$426.14 | Southwest #2880 | ONT 03:55 pm → SMF 05:10 pm 0 | Economy | | | |
| | | 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | |
| Starting From: \$426.14 | Southwest #1807 | ONT 07:55 pm → SMF 09:15 pm 0 | Economy | | | |
| | | 1h 20m; 246 lbs CO ₂ ; (Southwest) | | | | |
| Starting From: \$426.14 | Southwest #3489 | ONT 09:10 pm → SMF 10:25 pm 0 | Economy | | | |
| | | 1h 15m; 246 lbs CO ₂ ; (Southwest) | | | | |

After selecting outbound and return flight, click on "Price these options"

Shop by Fares | Shop by Schedule | Sorted By: Depart - Earliest

We could do a deeper search to find additional flights, including sold out flights. [Load detailed schedule data.](#)

Chosen Carriers

Outbound

| | |
|-------------------------|--|
| Starting From: \$426.14 | Southwest #1002 SMF 06:25 pm → ONT 07:40 pm 0 Economy |
| | 1 hour 15 minutes; 246 lbs CO ₂ ; (Southwest) |
| | Remove |

Return

| | |
|-------------------------|--|
| Starting From: \$426.14 | Southwest #1807 ONT 07:55 pm → SMF 09:15 pm 0 Economy |
| | 1 hour 20 minutes; 246 lbs CO ₂ ; (Southwest) |
| | Remove |

[Price these options](#)

Shop by Fares

Select the round trip flight, click Fares;

| Price | Carrier | Depart | Arrive | Stops | Duration |
|-----------------------------------|---|--------|----------------------------------|------------------------------|----------|
| Starting From: \$426.14 |  Southwest | SMF | 06:25 pm → ONT | 07:40 pm | 0 1h 15m |
| Fares ✓ | | ONT | 07:55 pm → SMF | 09:15 pm | 0 1h 20m |
| Compare ↗ |  | R | More like this + | Show fares ▾ | |

Select to Reserve Flight

Reminder Business Select seating is not allow for State business traveling;

| | | | | | |
|---|---|--|----------------------------------|------------------------------|---|
| Starting From: \$426.14 |  Southwest | SMF | 06:25 pm → ONT | 07:40 pm | 0 1h 15m |
| Fares ✓ | | ONT | 07:55 pm → SMF | 09:15 pm | 0 1h 20m |
| Compare ↗ |  | R | More like this + | Hide fares ▲ | |
| Outbound flight: Sacramento, CA (SMF) - Ontario, CA (ONT) Sun, Mar 1 | | | | | |
|  Southwest #1002 | Sacramento Internation... (SMF) Depart: Sunday, 06:25 pm | Ontario Intl (ONT) Arrive: Sunday, 07:40 pm | | | |
| Stops: 0 Duration: 1h 15m Anytime: Y 246 lbs CO ₂ | | | | | |
| <input checked="" type="radio"/> Anytime \$214.32 <input type="radio"/> Business Select \$234.99 | | | | | |
| Return flight: Ontario, CA (ONT) - Sacramento, CA (SMF) Fri, Mar 6 | | | | | |
|  Southwest #1807 | Ontario Intl (ONT) Depart: Friday, 07:55 pm | Sacramento Internation... (SMF) Arrive: Friday, 09:15 pm | | | |
| Stops: 0 Duration: 1h 20m Anytime: Y 246 lbs CO ₂ | | | | | |
| <input checked="" type="radio"/> Anytime \$211.82 <input type="radio"/> Business Select \$232.49 | | | | | |
| Southwest Fare Rules Ticket is refundable | | | | | |
| Your company credit card will be used to purchase this trip. | | | | | Select ✓ Hide fares ▾ |

Review your reserved flight then click

Reserve Flight and Continue

Choose Car

Note: Selection is limited to Enterprise Rent-A-Car for in-state travel or National Rent-A-Car for out-of state travel. Justification is required for anything other than a Compact or Intermediate size vehicle.

Pick up: (ONT) on Sun, Mar 1 07:40 PM

[Print / Email](#)

Return: Fri, Mar 6 07:55 PM

[Hide matrix](#)

| All 27 results |  Compact Car |  Intermediate Car |  Standard Car |  Standard Convertible |  Full-size Car |  Premium |
|---|---|--|--|--|---|---|
|  ◆◆ | 25.54 | 25.54 | 28.10 | -- | 28.10 | 65. |
|  ◆ | 25.54 | 25.54 | 28.10 | 208.00 | 28.10 | 65. |

Displaying: 27 out of 27 results. [Previous](#) [1](#) [2](#) [3](#) [Next](#) [All](#)

Sorted By:

| | | |
|---|--|---|
| <p>Compact Car (Sabre) ◆◆</p> <p>\$25.54 per day (Corporate rate) \$127.72 weekly rate</p> <p>Select ✓</p> | <p> E-Receipt Enabled more info</p> <p>Unlimited miles Automatic transmission Total cost \$166.58*</p> | <p></p> <p></p> |
| <p>Intermediate Car (Sabre) ◆◆</p> <p>\$25.54 per day (Corporate rate) \$127.72 weekly rate</p> <p>Select ✓</p> | <p> E-Receipt Enabled more info</p> <p>Unlimited miles Automatic transmission Total cost \$166.58*</p> | <p></p> <p></p> |

[Reserve Car and Continue](#)

After Select the car, review and confirm by clicking

Choose Hotel Room

Ensure the room rate does not exceed the maximum rate for the specific location. See Chapter 3 – Lodging Rates and Requirements for rates.

| | | | |
|---|---|-----------------------------------|-------------------------------|
| 1. Ontario Airport Hotel & Conf... | | | from \$84 |
|  | 700 N Haven Ave Ontario, CA 91764-4902 3.89 miles view map | ★★☆☆☆ ○○○○○ rate this hotel | |
| more info compare | | | choose room ▶ |
| 2. Extended Stay America Ontario Ai... | | | from \$85 |
|  | 3990 E Inland Empire Blvd Ontario, CA 91764 North Ontario 4.23 miles view map | ★☆☆☆☆ ○○○○○ rate this hotel | |
| more info compare | | | choose room ▶ |
| 3. Best Western Plus Heritage Inn | | | from \$89 |
|  | 8179 Spruce Ave Rancho Cucamonga, CA 91730 Terra Vista 5.34 miles view map | ★★☆☆☆ ○○○○○ rate this hotel | |
| more info compare | | | choose room ▶ |
| 4. aloft Rancho Cucamonga | | | from \$90 |
|  | 10480 4th St Rancho Cucamonga, CA 91730 North Ontario 3.83 miles view map | ★★☆☆☆ ○○○○○ rate this hotel | |
| more info compare | | | choose room ▶ |

| | | | | | | | | | | |
|---|---|------------------------------|-------------|--|-------------|---|-------------|--|-----|---|
| 4. aloft Rancho Cucamonga | | from \$90 | | | | | | | | |
|  <p>10480 4th St Rancho Cucamonga, CA 91730 North Ontario 3.83 miles view map</p> | <p>★★★★☆ ○○○○○ rate this hotel</p> | | | | | | | | | |
| more info compare | | hide rooms ▾ | | | | | | | | |
| <table border="1"> <tr> <td style="background-color: #4CAF50; color: white; text-align: center; vertical-align: middle;">\$90</td> <td>1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: A1KGVS) (Sabre)</td> </tr> <tr> <td style="background-color: #4CAF50; color: white; text-align: center; vertical-align: middle;">\$90</td> <td>2queen:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non Smoking-315 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: B2QGVS) (Sabre)</td> </tr> <tr> <td style="background-color: #4CAF50; color: white; text-align: center; vertical-align: middle;">\$90</td> <td>1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Accessible Non-smoking:free High-speed Internet:ada Requirements:rest And Relaxation (Rate Code: C1KGVS) (Sabre)</td> </tr> <tr> <td style="background-color: #FFC107; text-align: center; vertical-align: middle;">---</td> <td>1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285</td> </tr> </table> | | | \$90 | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: A1KGVS) (Sabre) | \$90 | 2queen:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non Smoking-315 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: B2QGVS) (Sabre) | \$90 | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Accessible Non-smoking:free High-speed Internet:ada Requirements:rest And Relaxation (Rate Code: C1KGVS) (Sabre) | --- | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285 |
| \$90 | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: A1KGVS) (Sabre) | | | | | | | | | |
| \$90 | 2queen:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non Smoking-315 Sq Ft:free High-speed Internet:42 Inch Flat Screen Lcd Tv:rest And (Rate Code: B2QGVS) (Sabre) | | | | | | | | | |
| \$90 | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Accessible Non-smoking:free High-speed Internet:ada Requirements:rest And Relaxation (Rate Code: C1KGVS) (Sabre) | | | | | | | | | |
| --- | 1king:state Government Rate - - Id Required. Not Valid For Government-contract Vendors State Government Id Required At Ch Aloft Non-smoking-285 | | | | | | | | | |
| Rate details / Cancellation policy | | | | | | | | | | |
| | | Select ✓ | | | | | | | | |

Reserve Hotel - Hotel must be paid by a personal credit card in User Profile or add your credit card when you review your hotel reservation

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined.

* Indicates credit card is a company card

[Reserve Hotel and Continue](#)

After review your hotel reservation, click

Park 'N Fly

If the departure location (airport) has a Park 'N Fly, the traveler may choose to book parking online. Check "Not interested at this time" if you do not wish to use Park 'N Fly.

Review Itinerary

Travel Details

Trip Overview

I want to...

[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Trip from Sacramento to Ontario [\(Edit\)](#)

Start Date: Mar 1, 2015

End Date: Mar 6, 2015

Created: Feb 5, 2015, Terence Hung
(Modified: Feb 5, 2015)

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: KQADZY

Passengers: Terence Hung

Total Estimated Cost: \$1,042.72 USD
[\(Details\)](#)

Add to your Itinerary



[Car](#)



[Hotel](#)



This trip requires approval.

The deadline for approval is:
02/06/2015 7:59 PM Pacific

Reservations

Sunday, March 1, 2015



Flight Sacramento, CA (SMF) to Ontario, CA [Cancel all Air](#)
(ONT)

Southwest 1002

Departure: 06:25 PM
Seat: No seat assignment

Sacramento International (SMF)
Duration: 1 hour, 15 minutes
Nonstop

Confirmation: 88RHDY

Status: Booked directly in Southwest /88RHDY

Arrival: 07:40 PM
Ontario Intl (ONT)

Additional Details

Distance: 390 miles
E-Ticket
Emissions: 246.5 lbs CO₂
Cabin: Anytime (Y)



Enterprise Car Rental at: Ontario US (ONT) [Change](#) | [Cancel](#)

Pick-up at: Ontario US (ONT)

Pick Up: 07:40 PM Sun Mar 1
Pick-up at: [Ontario US \(ONT\)](#)
Number of Cars: 1

Confirmation: 690617629COUNT

Status: Confirmed
Frequent Guest Number: APPLICANT
Rate Code: Z1XQNW

Return: 07:55 PM Fri Mar 6
Returning to: [Ontario US \(ONT\)](#)

Additional Details

Rate: \$127.72 USD weekly rate, unlimited miles; \$31.93 USD extra daily rate, unlimited miles; \$10.54 USD extra hourly rate, unlimited miles
Total Rate: \$166.58 USD Corporate Discount: XXXXXX

Rental Details

Compact / Car / Automatic transmission / Air conditioning



aloft Rancho Cucamonga

[Change](#) | [Cancel](#)

10480 4th St
Rancho Cucamonga, California, 91730
US
909-484-2018

Checking In: Sun Mar 1

Room 1, Days 5, Guests 1

Confirmation: C031355789

Status: **Confirmed**
Rate Code: A1KGV5

Checking Out: Fri Mar 6

Additional Information

Daily Rate: \$90.00 USD

Total Rate: \$450.00 USD

Room Details

Room Description: RoomDescriptionCodeA1KGV5

Cancellation Policy

Cancellation Fees may apply
Must Cancel 1 Day(S) Prior To Arrival.



[Add to your Itinerary](#)

Friday, March 6, 2015



Flight Ontario, CA (ONT) to Sacramento, CA (SMF)

[Cancel all Air](#)

Southwest 1807

Departure: 07:55 PM

Seat: No seat assignment

Ontario Intl (ONT)
Duration: 1 hour, 20 minutes
Nonstop

Confirmation: 88RHDY

Status: **Booked directly in Southwest /88RHDY**

Arrival: 09:15 PM

Sacramento International (SMF)

Additional Details

Distance: 390 miles
E-Ticket
Emissions: 246.5 lbs CO₂
Cabin: Anytime (Y)



[Add to your Itinerary](#)

Total Estimated Cost

Air

Airfare quoted amount: \$372.50 USD

Taxes and fees: \$53.64 USD

Air Total Price: \$426.14 USD

Hotel: \$450.00 USD

Car: \$166.58 USD

Total Estimated Cost: \$1,042.72 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

PLEASE TAKE A MOMENT TO FILL OUT OUR CUSTOMER SERVICE SURVEY AT WWW.SURVEYMONKEY.COM/S/HQHJ8PF
CALTRAVELSTORE PHONE NUMBER 877 454-8785

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel

Trip Booking Information – Cost Coding and Applying Ticket Credits

After enter the required fields then click Next;

Trip Booking Information

The trip name and description are for your record keeping convenience.

| | |
|--|---|
| Trip Name This will appear in your upcoming trip list. | Trip Description (optional) Used to identify the trip purpose |
| <input type="text" value="Trip from Sacramento to Ontario"/> | <input type="text"/> |

Send a copy of the confirmation to: 

Send my email confirmation as
 HTML Plain-text

With my email confirmation...

| | |
|---|--|
| Unit-4 digit number [Required] | Project-10 digits alpha numeric, no spaces or special characters allowed. [Required] |
| <input type="text"/> | <input type="text"/> |
| Project Phase: use applicable Project Phase only- one single digit or up to 6 digits of actual Phase [Required] | Object Code [Required] |
| <input type="text"/> | <input type="text"/> |
| | Reporting-1 to 10 digits alpha numeric no spaces or special characters allowed (Optional). |
| | <input type="text"/> |

You may HOLD this reservation until: 02/06/2015 09:59 pm Pacific

Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

After you complete this booking, it will be reserved; however, it will not be ticketed until it is approved by your company.

Almost done... Please confirm this itinerary.

[Display Trip](#)[<< Previous](#)[Confirm Booking>>](#)[Cancel](#)

Finished!

You have successfully booked your trip!

Trip Record Locator : KQADZY

This trip is awaiting approval and must be approved by: 02/06/2015 07:59 pm Pacific
It will be automatically cancelled if it is not approved by that time.

The itinerary will not be ticketed until your travel manager has approved the trip.

Your itinerary has been saved. TSI (State of CA RX0F) will service your itinerary.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by an agent by: 02/06/2015 09:59 pm Pacific

Your itinerary has been saved.

[Print Itinerary](#)[E-mail Itinerary](#)[Return to Travel Center](#)

Change or Cancel Reservations

Travelers may be required to either change or cancel reservations due to changing circumstances. Travelers (or Assistants) must contact the CalTravelStore for any **changes and/or modifications to travel reservations**. Cancellations (only) may be done online in Concur.

Travel Agents at the CalTravelStore are available from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday and may be reached at 1-877-454-8785. **Employees must not make changes directly with the airlines.**

To cancel a reservation in Concur:

1. Logon to Concur
2. Select "View Trips"
3. Under "Actions" and click "Cancel Trip".

CALIFORNIA DEPARTMENT OF
TRANSPORTATION

Hello, **Employee Name**

00
Required Approvals

01
View Trips

Search value Dates To Use: Booking Dates Travel Dates Date Range Include withdrawn trips

| Trip Name/Description | Status | Date Booked | Start Date | End Date | Action |
|--|--|-------------|------------|------------|-----------------------------|
| Trip from Sacramento to Ontario (KQADZY) | Awaiting approval by Rajesh Rai Approval deadline is 02/06/2015 07:59 pm Pacific. Trip will be automatically cancelled if not approved by then. | 02/05/2015 | 03/01/2015 | 03/06/2015 | Cancel Trip |

Note: Cancellation of a refundable ticket is in conjunction with the "Rules" of the ticket. If your ticket is non-refundable, and it is cancelled in accordance with the airline rules, the ticket will be retained that can be applied to future trips.

Trips Awaiting Approval

Sample of E-mail Requesting Approval

Approving managers must respond to Concur Travel e-mail (“A” for Approve or “R” for reject) in the first line of the approval response to CalTravelStore. **Do not** place in subject line of the e-mail and do not use any other words other than “Approve” or Reject” or initials “A” or “R”.

Traveler: Kennedy

Description:TEST

Note: This trip requires action on your part (approval or rejection) before it is finalized or ticketed.

4/20/2012 3:30:00 PM

This trip must be approved by: 4/20/2012 3:30:00 PM Pacific time (4/20/2012 3:30:00 PM Pacific time).

Airfare must be ticketed by an agent by: 4/20/2012 5:30:00 PM Pacific.

If it is rejected, it will be automatically cancelled by that time unless resubmitted.

It will be automatically cancelled if you do not approve it by that time. Please login to Concur Travel and Expense or follow the instructions below to approve or reject this trip.

To approve or reject this trip via e-mail use the reply function in your email program to send it back for approval or rejection (email address is TravelWizardApprovals@concursolutions.com).

To approve the trip, put an [A] in the brackets where indicated below or reply with the word 'Approve' as the first word of your reply.

To reject the trip, put an [R] in the brackets where indicated below or reply with the word 'Reject' as the first word of your reply.

Approve Trip [] (Enter A to Approve)

Reject Trip [] (Enter R to Reject)

Designate Travel Assistant

Each Concur account allows the traveler to designate one or more travel assistants authorized to make travel arrangements on his or her behalf. When designating a travel assistant, the traveler must designate an individual who has a profile in Concur. Contact the Travel Policy Section for assistance.

On the **Concur Home** page, select **Profile** then **Profile Settings** on the menu at the top of the page.

On the **Profile Options** page, select **Setup Travel Assistants**.

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Select **“Add an Assistant.”** In the **Assistant** field, enter the assistant’s name. Travel Assistants must have an established Concur account to accomplish this task. Contact the Travel Policy Section for assistance. Select **“Can book travel for me”** and/or **“Is my primary assistant for travel”** Click **“Save”** and the Travel Assistant’s name will display on the **“Assistants and Travel Arrangers”** section.

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers [+] Add an Assistant

| | | |
|-----------------------|--|---|
| CALTRANS, TravelStore | Can book travel? <input checked="" type="checkbox"/> |   |
|-----------------------|--|---|

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

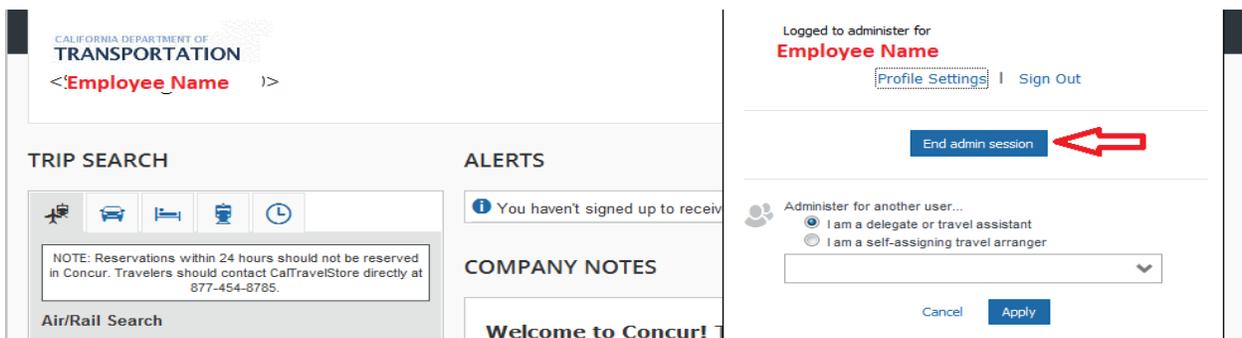
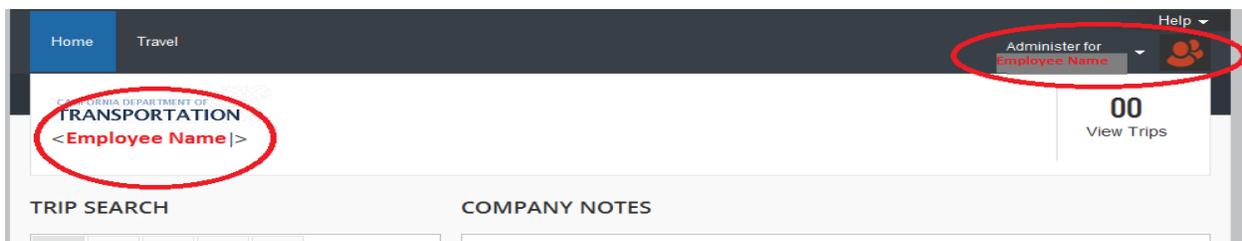
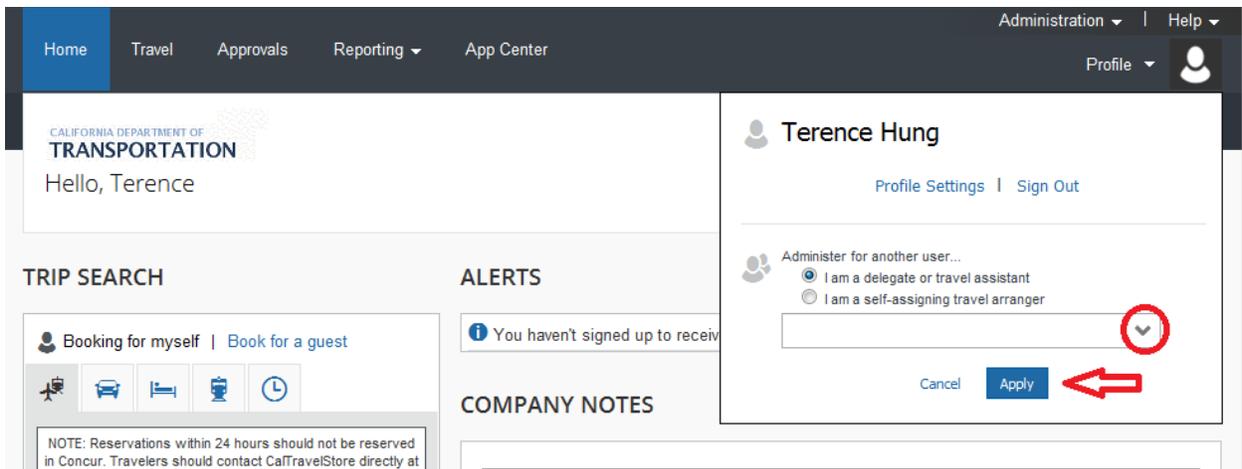
Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Making Reservations as a Travel Assistant

To make travel arrangements for another employee, the designated travel assistant should login to Concur using his/her personal account.

1. Open Profile
2. Select employee from the drop down box
 - * If employee is not in the list,
 - Employee can add you as their travel assistant in their profile, or
 - Contact Travel Policy Section to add you as the travel assistant of the employee
3. Press Apply
4. Complete the reservation as usual
5. End the assistant session by pressing “End admin session” in Profile
6. To assist another employee please repeat step 1-3



Approving Manager is out of the office or not available to approve Trip

Approving Managers can redirect incoming trip approval requests to an acting manager in their absence by logging into their Concur account, select Profile, and then select "Travel Vacation Reassignment".

To redirect approval request to an alternate manager, contact the Travel Policy Section.

Phone Numbers

Department Policy requires users to utilize the on-line reservation system to purchase and/or cancel travel reservations. To change an itinerary, travelers must contact the CalTravelStore during business hours from Monday – Friday between the hours of 8am-5pm (PST).

The CalTravelStore offers after-hours and weekend service for **EMERGENCIES ONLY**. **Note:** After hours, the service fee will rise to \$16 per each type of reservation segment. The Division of Accounting reviews after-hours service fees to ensure an emergency use only.

CalTravelStore – 1-877-454-8785.