



How to Book a Rental Car from a Rental Car Only Travel Template in TTE

If you make repetitive rental car reservations in TTE from the same vendor location, a reusable Travel Template can be a big timesaver when booking a rental car from that same location..,

Step 1:

- Log into TTE
- Select the **Travel** Tab
- Click on **Templates**
- Click **Edit** on the template you wish to use

CONCUR Requests **Travel** Expense Approvals App Center Help Profile

Travel Arrangers Trip Library **Templates** Tools

View Travel Templates

You may choose from one of these pre-defined trip templates to speed your booking process. Simply select the trip you want to take, and Concur will use all the pre-defined travel information to book your trip. If you travel to the same locations repeatedly, you may create your own template, or use one defined by your travel management staff.

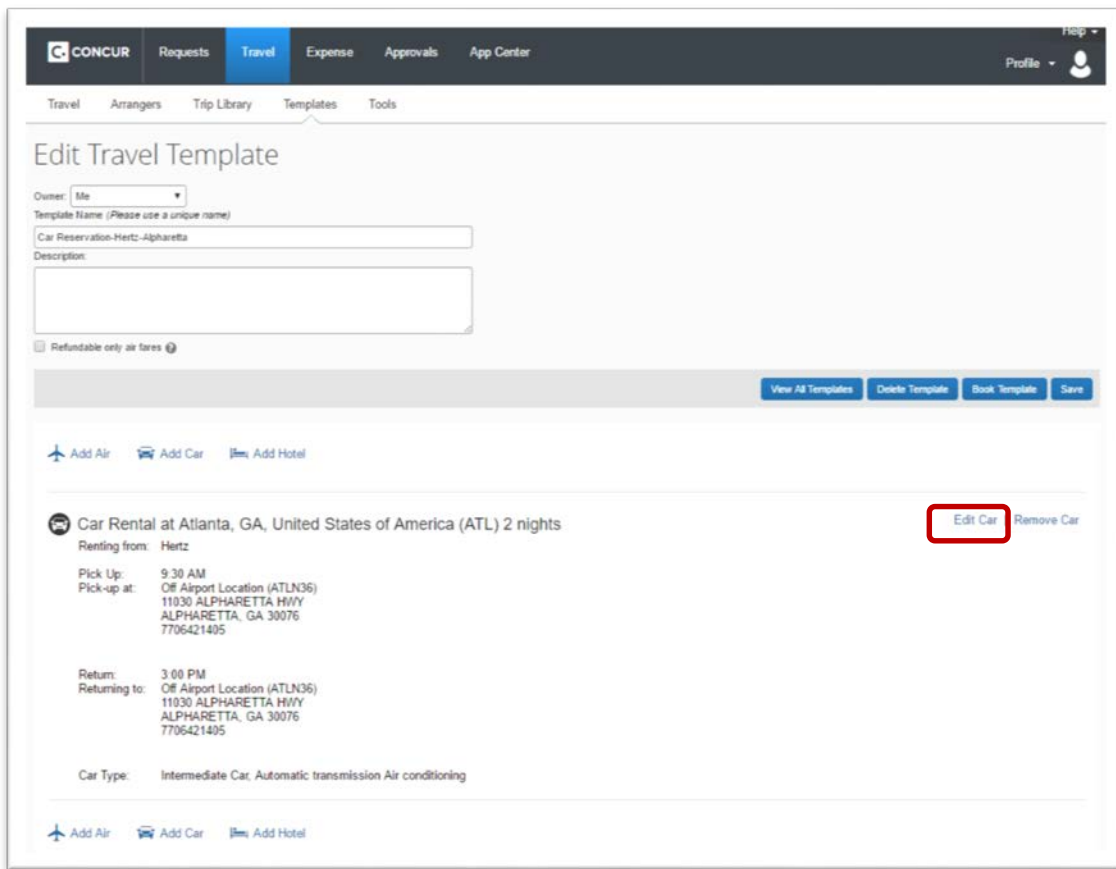
PERSONAL TRAVEL TEMPLATES -- WILLIAM NEVER [\[+\] Add New Template](#)

	Template Name	Created by	Description
Edit	Car Reservation at HERTZ -- Office	Never, William	
Edit	Car Reservation-Hertz-Alpharetta	Never, William	
Edit	Hotel Reservation at SAVANNAH, GA	Never, William	

COMPANY TRAVEL TEMPLATES

Template Name	Created by	Description
No records found.		

- The template opens
- Click on **Edit Car**



Step 2:

- The information from the template displays. You now have the opportunity to edit any the information from the previous reservation that needs to change. This could be the **Car Type**, the **Number of Days** you want to rent the car and the **Pick-Up Time** and the **Drop-Off Time**.
 - **Note** the vehicle size you chose previously any larger sized will default in a later step. If you need to choose from **all** size vehicles, select Compact in Car Type.
 - **NOTE:** we are setting this template up to book a rental car from one specific vendor location.
- Click **Save**

- Click on **Book Template**

Edit Travel Template

Owner: Me

Template Name (Please use a unique name)
Car Reservation-Hertz-Alpharetta

Description:

Refundable only air fares

View All Templates | Delete Template | **Book Template** | Save

Add Air | Add Car | Add Hotel

Car Rental at Atlanta, GA, United States of America (ATL) 3 nights Edit Car | Remove Car

Renting from: Hertz

Pick Up: 9:00 AM
Pick-up at: Off Airport Location (ATLN36)
11030 ALPHARETTA HWY
ALPHARETTA, GA 30076
7706421405

Return: 2:30 PM
Returning to: Off Airport Location (ATLN36)
11030 ALPHARETTA HWY
ALPHARETTA, GA 30076
7706421405

Car Type: Compact Car, Automatic transmission Air conditioning

Add Air | Add Car | Add Hotel

Step 3:

- The *Run Template* dialogue box opens
- Enter the **Pick-Up** date; the **Drop-Off** date will automatically based on the number of rental days you entered. In step 2.
- Click **Next**

Run Template

Template Name: Car Reservation-Hertz-Alpharetta

Book for traveler: William Never

Search for this car

Pick Up: Return:

Car Rental at Atlanta, GA, United States of America (ATL)

Renting from: Hertz

Pick Up: 9:00 AM
Pick-up at: Off Airport Location (ATLN36)
11030 ALPHARETTA HWY
ALPHARETTA, GA 30076
7706421405

Return: 2:30 PM
Returning to: Off Airport Location (ATLN36)
11030 ALPHARETTA HWY
ALPHARETTA, GA 30076
7706421405

Car Type: Compact Car, Automatic transmission Air conditioning

Cancel | **Next**

Step 4:

- THE template will run and the reservation opens at the *TTE Trip Summary – Select a Car* page of a new reservation *with the vendor, location and available vehicles displaying*. Everything from this point forward is identical to the normal booking a rental car process.
- Select the blue button for size vehicle you wish to reserve.
 - In our example we selected Compact

The screenshot shows the Concur Travel interface for selecting a car. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Travel' tab is active. Below the navigation, there are sections for 'Trip Summary', 'Select a Car', and 'Change Car Search'. The 'Select a Car' section displays a table of available vehicles with their respective rates and total costs. A red box highlights the total cost for the Compact Car option, which is \$119.84.

Vehicle Type	Rate	Total Cost*
Compact Car	\$28.00	\$119.84
Intermediate Car	\$29.00	\$124.12
Full-size Car	\$32.00	\$136.96
Intermediate SUV	\$52.00	\$222.56
Mini Van	\$55.00	\$235.40

Total cost. Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. Any currency conversion is based on the exchange rate for that day. The final price at the time of rental may be different.

Step 5:

- The *Trip Summary-Car Selected* **Review and Reserve Car** section opens.
- Complete the final pages of the reservation – remember you are NEVER finished until you see **FINISHED** in big letters at the top of the page and you see the option to **Return to Travel Center** at the bottom of the page.
 - Select **Reserve Car and Continue**

CONCUR Requests **Travel** Expense Approvals App Center Help

Profile

Travel Arrangers Trip Library Templates Tools

Trip Summary

Car Selected

Pick-up: Mon, 10/24/2016
Drop-off: Thu, 10/27/2016

Finalize Trip

Review and Reserve Car

REVIEW RENTAL CAR

Hertz Car Rental

Type	Pick-up	Drop-off
Compact Car	Off-Airport	Off-Airport
Features	09:00 am Mon, 10/24/2016	02:30 pm Thu, 10/27/2016

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)
Ex: Need early pick-up (10am) Include ski rack

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. @

Driver [Edit](#) | [Review all](#)

Name: William Never **Phone:** (404) 463-0999

Rental Car Agency Program [Add a Program](#)

No Program selected

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Hertz Car Rental	\$28.00	Oct 24 - Oct 27	\$119.84*

Total Estimated Cost : \$119.84
Total Due Now: \$0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

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

- Click **OK** on pop-up box

?

REMINDER: Make sure you go all the way to the CONFIRM BOOKING button at the bottom or your HOTEL and/or CAR will be CANCELLED.

[OK](#)

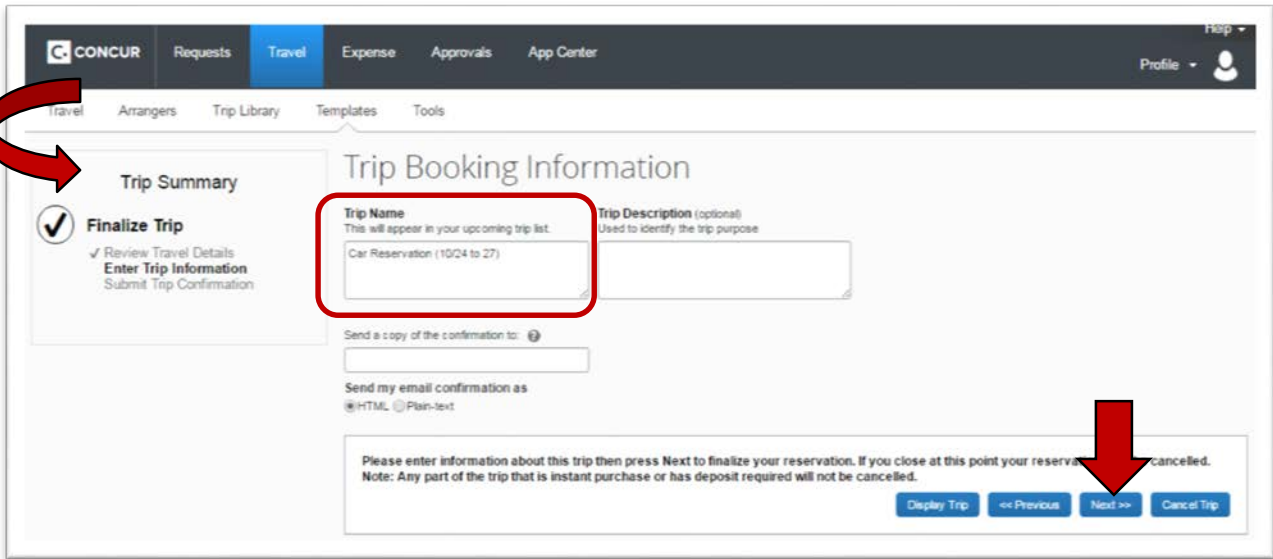
Step 6:

- The *Trip Summary* **Travel Details** page opens
- Review and click on **Next**

The screenshot displays the CONCUR interface for a 'Travel Details' page. The top navigation bar includes 'CONCUR', 'Requests', 'Travel' (highlighted), 'Expense', 'Approvals', and 'App Center'. Below this, a secondary navigation bar shows 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. On the left, a 'Trip Summary' sidebar contains a 'Finalize Trip' section with a checkmark icon and the text 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main content area is titled 'Travel Details' and is divided into two main sections: 'TRIP OVERVIEW' and 'RESERVATIONS'. The 'TRIP OVERVIEW' section includes fields for 'I want to...' (with links for 'Print Itinerary' and 'Email Itinerary'), 'Trip Name: Car Reservation-Hertz-Alpharetta', 'Start Date: October 24, 2016', 'End Date: October 27, 2016', 'Created: October 19, 2016, William Never (Modified: October 19, 2016)', 'Description: (No Description Available)', 'Agency Record Locator: LXJ82A', 'Reservation for: William Never', and 'Total Estimated Cost: \$119.84 USD'. The 'RESERVATIONS' section is for 'Monday, October 24, 2016' and features a 'Hertz Car Rental at: Atlanta US (ATL)' reservation. It lists the pick-up location as '11030 ALPHARETTA HWY ALPHARETTA, GA, 30076 US' with phone number '7706421405'. Pick-up details include 'Pick Up: 09:00 AM Mon Oct 24' at '11030 ALPHARETTA HWY ALPHARETTA, GA, 30076 US' with 'Number of Cars: 1'. Confirmation details include 'Confirmation: H09425391A5', 'Status: Confirmed', 'Frequent Guest Number: XXXXXX1759', and 'Rate Code: CR'. A red arrow points to the 'Travel' tab in the top navigation bar. A red box highlights the 'Next >>' button at the bottom right of the page.

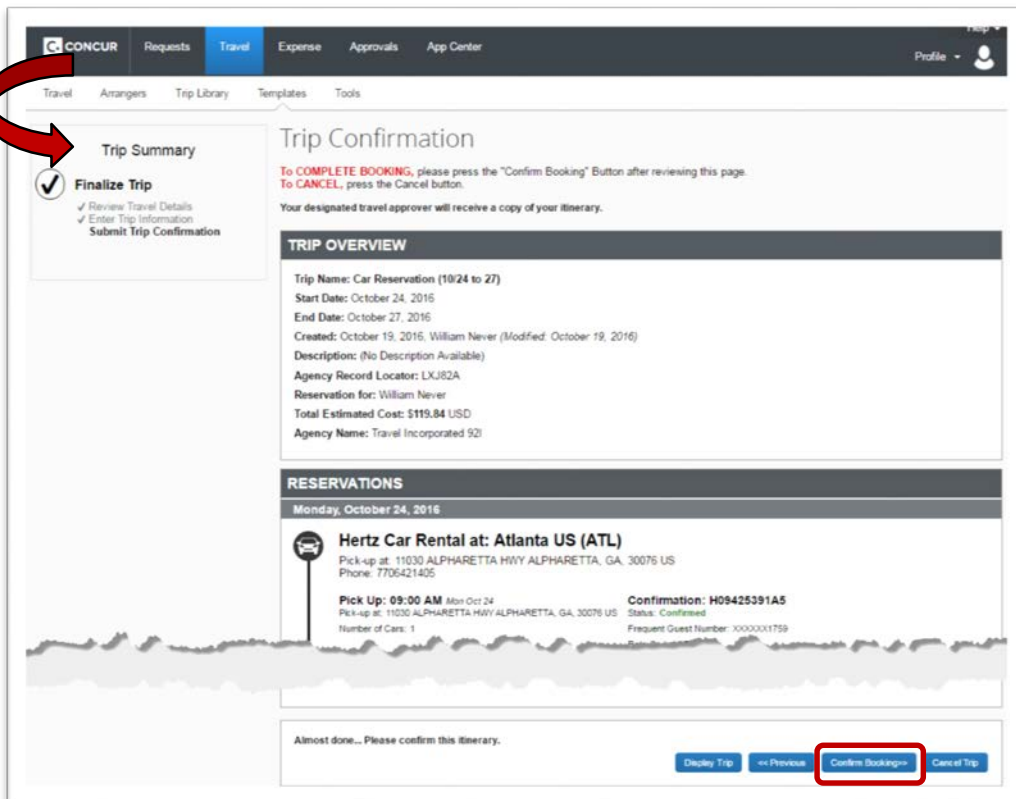
Step 7:

- The *Trip Summary* **Trip Booking Information** page opens
- Enter a name for the trip including the dates of the reservation in parentheses
 - Description is optional
 - You will receive pre-ticketing and post ticketing emails at the email addresses in your TTE Profile. You may send to additional email address in **Send a copy of the confirmation to:** box. This is optional.
- Click **Next**



Step 8:

- The *Trip Summary* **Trip Confirmation** page opens.
- Review Trip Confirmation information and to make the reservation click on **Confirm Booking**
 - If you exit at this point and **DO NOT** select **Confirm Booking** you **WILL** receive a Pre-Ticketing Itinerary but the reservation will auto-cancel in 24 hours.
 - You must click Confirm Booking to reach the FINISHED page and to complete the reservation.



Final Step:

- The *Trip Summary* **Finished** page opens and the reservation is complete!
- Click on **Return to Travel Center** to exit.
- You should receive a Ticketed Itinerary email within 24 hours.

CONCUR | Requests | **Travel** | Expense | Approvals | App Center | Help

Travel | Arrangers | Trip Library | Templates | Tools

Trip Summary

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 : LXJ82A

A copy of this itinerary has been sent to your travel manager.
Your itinerary has been saved. Travel Incorporated 921 will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information

If you do not receive an e-mail confirmation of your itinerary within 24 hours please contact your travel manager.

TRIP OVERVIEW

State of Georgia

Trip Name: Car Reservation (10/24 to 27)
Start Date: October 24, 2016
End Date: October 27, 2016
Created: October 19, 2016, William Never (Modified: October 19, 2016)
Description: (No Description Available)
Agency Record Locator: LXJ82A
Reservation for: William Never
Total Estimated Cost: \$119.84 USD
Agency Name: Travel Incorporated 921

RESERVATIONS

Monday, October 24, 2016

Hertz Car Rental at: Atlanta US (ATL)

Pick-up at: 11030 ALPHARETTA HWY ALPHARETTA, GA, 30076 US
Phone: 7706421405

Pick Up: 09:00 AM Mon Oct 24
Pick-up at: 11030 ALPHARETTA HWY ALPHARETTA, GA, 30076 US
Number of Cars: 1

Return: 02:30 PM Thu Oct 27
Returning to: 11030 ALPHARETTA HWY ALPHARETTA, GA, 30076 US

Confirmation: H09425391A5
Status: Confirmed
Frequent Guest Number: XXXXXXX1759
Rate Code: CR

Additional Details
Rate: \$28.00 USD daily rate, unlimited miles, \$21.00 USD extra hourly rate, unlimited miles
Total Rate: \$119.84 USD
Phone: 7706421405
Corporate Discount: 2010623

Rental Details
Compact / Car / Automatic transmission / Air conditioning

TOTAL ESTIMATED COST

Car:	\$119.84 USD
Total Estimated Cost:	\$119.84 USD

REMARKS

025/6 DIGIT EMPLOYEE ID *VARIABLE*
026-40700 STATE ACCOUNTING OFFICE
029/55171097741
014/
015/
019/
020/STATE TOP
022/
024/
025/TESTUSER06
026/
043/
057/

Your itinerary has been saved.

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