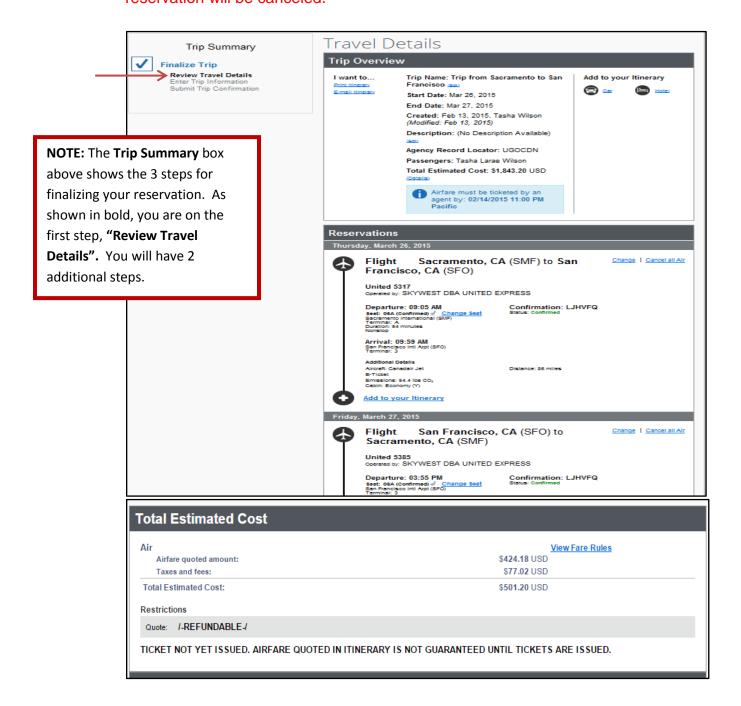
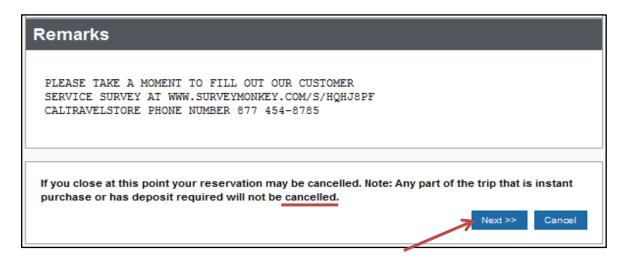
How to Finalize a Concur Reservation to Avoid Trip Cancelation

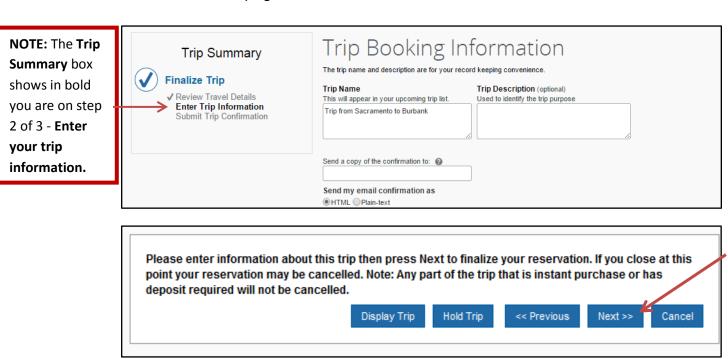
Completing Your Reservation...

- 1. Once you reach the draft itinerary page you will see sections on your travel details, total estimated costs, and comments. Although you will see confirmation numbers on this screen, you are not finished. After reviewing all three sections of information on this screen you will need to scroll all the way to the bottom of the page until you see the **NEXT** button.
 - **WARNING: If you do not scroll to the bottom of this page and click "**Next**" your reservation will be canceled.

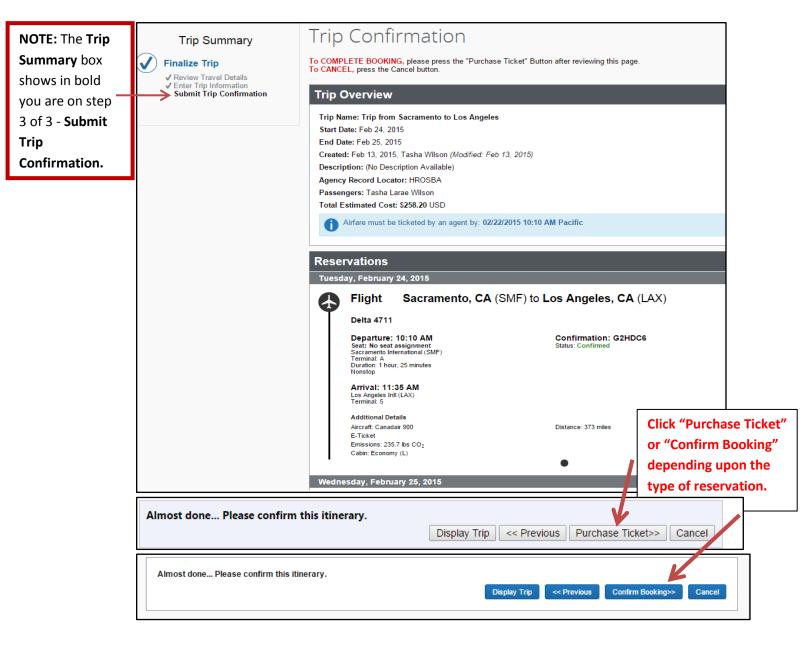




2. The next page is the Trip Booking Information Page. Enter any required accounting codes, if your department requires them. To continue with your reservation, scroll to the bottom of the page and click "NEXT".



3. The final page shows your itinerary again, with the trip information for final review. To finalize your trip, scroll to the bottom of the page and click "Purchase Ticket" if your reservation includes an airline ticket or "Confirm Booking" for car or hotel only reservations.



4. Once you click **Purchase Ticket** or **Confirm Booking** (depending on your reservation), your itinerary will appear one last time, now with a blue "Finished!" message in the upper left corner.



NOTE: Make sure you scroll to the bottom of every page clicking Next until you have received the "Finished!" message. If you close before hitting "Purchase Ticket" or "Confirm Booking", your reservation will be canceled.