

How to Add to an Existing Itinerary

Statewide Travel Program

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1. General Information

To avoid excess booking fees, book all components of travel within the same itinerary.

All multi-component travel is booked in the same order - air or train, car rental, hotel. If you haven't already booked air or train, you will need to create a new trip itinerary instead of adding air or train to the trip. See the [Traininga Resource page](#) for additional videos and/or guides such as 'How to Book Air,' 'How to Book Train,' 'How to Book a Car Rental,' and 'How to Book Lodging.'

2. Policy Compliance

This section applies to executive branch state agencies only.

- Travel should be conducted in the most cost-efficient manner in the best interest of the state.
- Make all travel reservations through the Statewide Travel Program.

See the following for more information:

- [SAM 4117 Guide](#)
- [State Administrative Manual \(SAM\) 700](#) (State Business Travel)
- [State Administrative Manual \(SAM\) 4117](#) (Statewide Travel Program)
- [State Administrative Manual \(SAM\) 4117.1](#) (Airlines)
- [State Administrative Manual \(SAM\) 4117.2](#) (Rental Cars)
- [State Administrative Manual \(SAM\) 4117.3](#) (Lodging)
- [State Administrative Manual \(SAM\) 4117.4](#) (Travel Agencies)
- [State Administrative Manual \(SAM\) 4117.5](#) (Travel Payment Services and Virtual Payments)
- [State Travel Policy Resources](#)

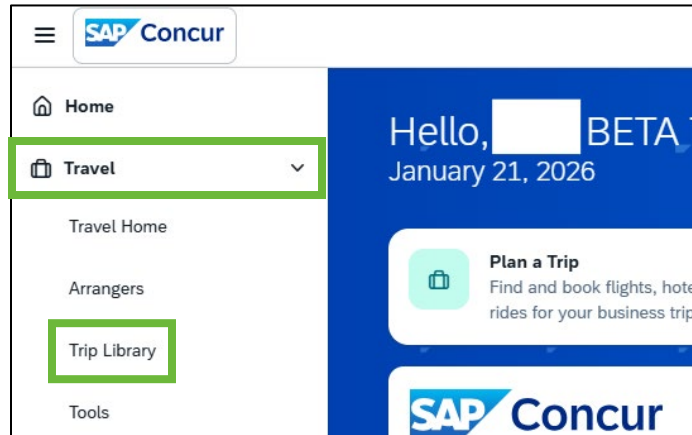
Non-compliant choices may be audited.

3. Booking Instructions

3.1 Find the Trip

Log into Concur. See the video and/or guide 'How to Log Into Concur' for more information.

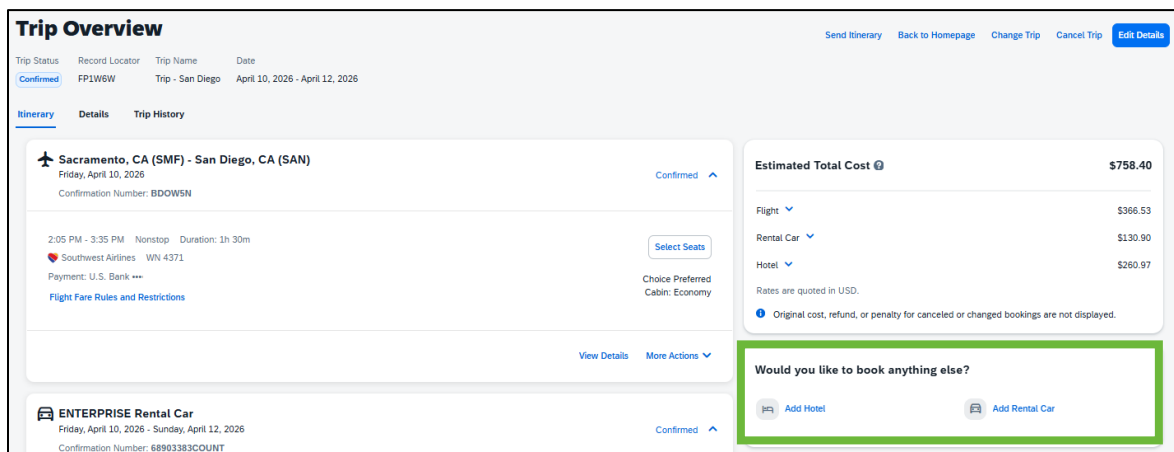
Click "Travel," "Trip Library."



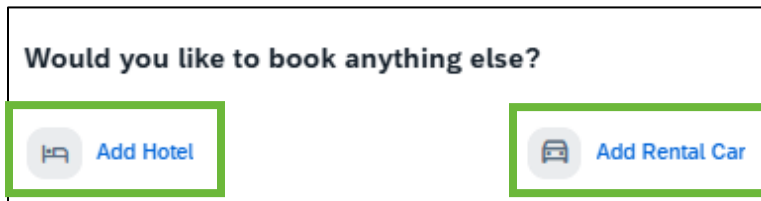
Find the trip you would like to add a segment to. Click "View Trip Details."



Once the "Trip Overview" page has loaded, look for the "Would you like to book anything else?" section.



Click "Add Hotel" and/or "Add Rental Car." Continue to section 3.2 for additional information on adding a hotel and section 3.3 for additional information on adding a rental car.



Would you like to book anything else?

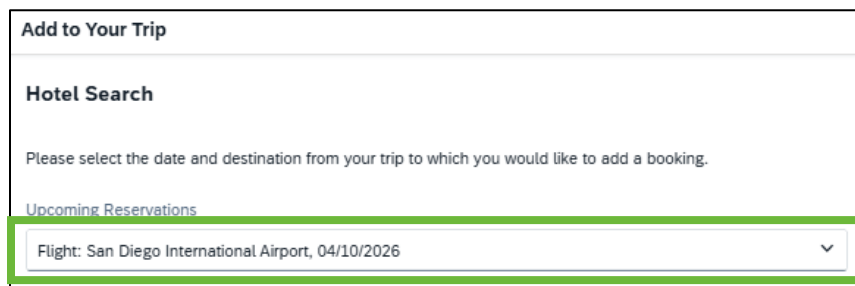
Important: regardless of what you initially booked, you will only be able to add a rental car and/or hotel. To book additional flights and/or train fare, a new booking is required. See the videos and/or guides 'How to Book Air' and/or 'How to Book a Train' for more information.

3.2 Add a Hotel to an Existing Trip

3.2.1 Search Parameters

A pop-up will appear. The information will automatically match the booked travel. You may change any of the search parameters, but please note that changing the destination and/or dates will not change the destination and/or dates for the other segments of travel.

Use the drop-down menu to choose the trip segment to which you'd like to add a hotel.



Add to Your Trip

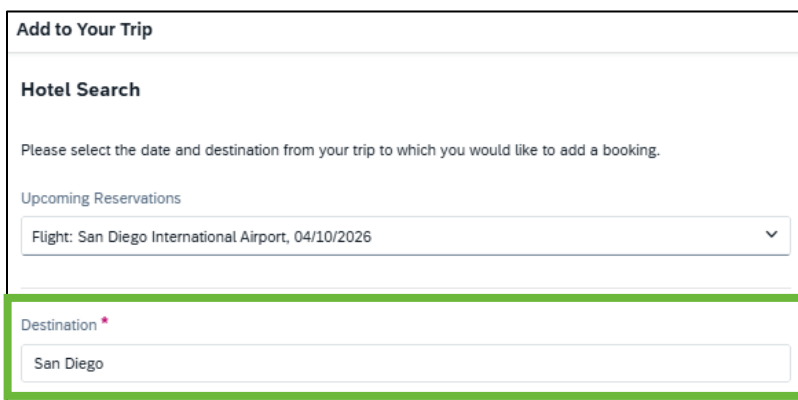
Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations

Flight: San Diego International Airport, 04/10/2026

If you would like to change the destination for the hotel, click the search box and type the new location.



Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations

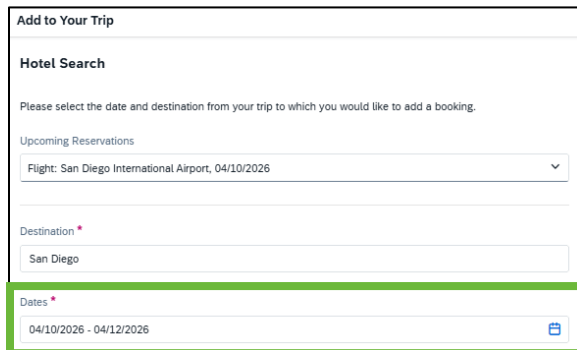
Flight: San Diego International Airport, 04/10/2026

Destination *

San Diego

HOW TO ADD TO AN EXISTING ITINERARY

If you would like to change the dates, use the calendar to choose a new date range. You can also type the new dates desired.



Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations

Flight: San Diego International Airport, 04/10/2026

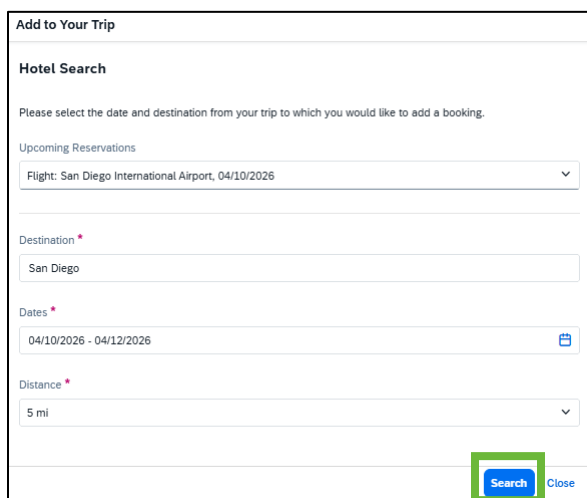
Destination *

San Diego

Dates *

04/10/2026 - 04/12/2026

Once the search parameters are accurate, click "Search."



Add to Your Trip

Hotel Search

Please select the date and destination from your trip to which you would like to add a booking.

Upcoming Reservations

Flight: San Diego International Airport, 04/10/2026

Destination *

San Diego

Dates *

04/10/2026 - 04/12/2026

Distance *

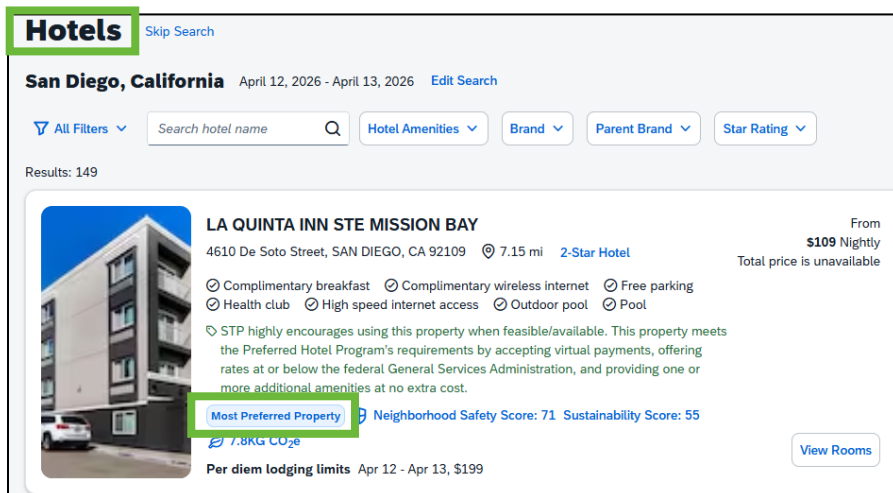
5 mi

Search Close

3.2.2 Select a Hotel

The hotel search page will load. Review the options and select the one that best meets the travel requirements and agency policies.

To benefit from negotiated rates and amenities, state travelers should choose "Preferred" or "Most Preferred" hotels above all others. See the [Lodging Resources page](#) for more information.



Hotels Skip Search

San Diego, California April 12, 2026 - April 13, 2026 Edit Search

All Filters Search hotel name Hotel Amenities Brand Parent Brand Star Rating

Results: 149

LA QUINTA INN STE MISSION BAY
4610 De Soto Street, SAN DIEGO, CA 92109 7.15 mi 2-Star Hotel

From \$109 Nightly
Total price is unavailable

- Complimentary breakfast
- Complimentary wireless internet
- Free parking
- Health club
- High speed internet access
- Outdoor pool
- Pool

STP highly encourages using this property when feasible/available. This property meets the Preferred Hotel Program's requirements by accepting virtual payments, offering rates at or below the federal General Services Administration, and providing one or more additional amenities at no extra cost.

Most Preferred Property Neighborhood Safety Score: 71 Sustainability Score: 55


7.8KG CO₂e

Per diem lodging limits Apr 12 - Apr 13, \$199

View Rooms

HOW TO ADD TO AN EXISTING ITINERARY

Once you have reviewed the options and are ready to book, click "View Rooms." A new page will load with more information on the hotel as well as the room options.



HILTON GARDEN INN SAN DIEGO OLD TOWN
 4200 Taylor Street, SAN DIEGO, CA 92110 3.64 mi 3-Star Hotel

Complimentary breakfast Free parking Health club
 High speed internet access Outdoor pool Pool Restaurant

STP highly encourages using this property when feasible/available. This property meets the Preferred Hotel Program's requirements by accepting virtual payments, offering rates at or below the federal General Services Administration, and providing one or more additional amenities at no extra cost.

Most Preferred Property Sustainable Property Neighborhood Safety Score: 70
Sustainability Score: 73 7.8KG CO₂e

Per diem lodging limits Apr 12 - Apr 13, \$199

From **\$199** Nightly
 Total price is unavailable

View Rooms

When booking a Preferred or Most Preferred hotel, travelers should choose the "State of CA Negotiated Rate." This will ensure that the traveler will benefit from negotiated rates and amenities.

Review the cancellation policy before booking. Travelers are required to abide by the hotel's cancellation policies. Click "Select" to book a room.

State Of Ca Negotiated Rate Ultra // \$27 Self Parking //12Pm Cxl Reservations Not Subject To Mandatory Charge, 2 Queen Mobility
 Accessible with Rollin Shower Complimentary WiFi- HDTV With Hideo Channels Refrigerator-Microwave-Pod Coffee Brewer

Two queen beds

No deposit required Coffee/Tea maker Microwave Refrigerator Shower
 Cancellation penalties apply

[Negotiated Rate](#) [View Cancellation Policy](#)

From **\$199** Nightly
\$200 Total
 Excludes Taxes & Fees
[View Rate Details](#)


Select

3.2.3 Hotel Review and Book Page

You are now on the "Review and Book" page for the hotel.

Review and Book

Currency: USD



HILTON GARDEN INN SAN DIEGO OLD TOWN 3-Star Hotel
 4200 Taylor Street, SAN DIEGO, CA 92110 Phone: 1-619-2600607
Most Preferred Property Sustainability Score: 73 7.8KG CO₂e

State Of Ca Negotiated Rate Ntra // \$27 Self Parking //12Pm Cxl Reservations Not Subject To Mandatory Charge

1 Night

Booking Includes

- Two queen beds
- Free cancellation until 11:59PM on April 11, 2026.

Check-in **Check-out**
 April 12, 2026 April 13, 2026

Per diem lodging limits
 Apr 12 - Apr 13, \$199, Meals rate: \$81, Incidentals rate: \$5

Traveler Information

All information must match government issued ID from your profile.

Name on Reservation	Phone	Email
William Never	11111111	@dgs.ca.gov

Frequent Traveler Account
None

[Add Frequent Traveler Account](#) [Edit Information](#)

Estimated Total Cost \$228.74

April 12, 2026	\$199.00
Taxes, fees and charges	\$29.74

Payment

The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment

Virtual Payment for Hotels

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

Book and Continue

[Change Selection](#)

HOW TO ADD TO AN EXISTING ITINERARY

Review the hotel information.

HILTON GARDEN INN SAN DIEGO OLD TOW 3-Star Hotel
4200 Taylor Street, SAN DIEGO, CA 92110 Phone: 1-619-2600607
[Most Preferred Property](#) Sustainability Score: 73 7.8KG CO₂e

State Of Ca Negotiated Rate Nlra // \$27 Self Parking //12Pm Cxl Reservations Not Subject To Mandatory Charge
1 Night

Booking Includes
 Two queen beds
 Free cancellation until 11:59PM on April 11, 2026.

Check-in **Check-out**
April 12, 2026 April 13, 2026

Per diem lodging limits
Apr 12 - Apr 13, \$199, Meals rate: \$81, Incidentals rate: \$5

Review the traveler's information. You may be turned away if the name on your identification does not match your reservation.

- Verify the traveler's name is accurate and matches the photo identification the traveler will provide upon traveling.
- Verify the phone number, email, and frequent traveler account are correct, if applicable.

Traveler Information
All information must match government issued ID from your profile.

Name on Reservation William Never A	Phone 11111111 B	Email @dgs.ca.gov
Frequent Traveler Account None B		

[Add Frequent Traveler Account](#) [Edit Information](#)

Add any requests you may have for the room, such as extra pillows.

Room Preferences
Your requests will be forwarded to the hotel.

Special Requests 0/30
e. g. room away from elevator

Indicate any additional requests. Fulfillment is not guaranteed.

On the right side of the page, you will see the estimated cost information.

Review and Book Currency: USD

HILTON GARDEN INN SAN DIEGO OLD TOW 3-Star Hotel
4200 Taylor Street, SAN DIEGO, CA 92110 Phone: 1-619-2600607
[Most Preferred Property](#) Sustainability Score: 73 7.8KG CO₂e

State Of Ca Negotiated Rate Nlra // \$27 Self Parking //12Pm Cxl Reservations Not Subject To Mandatory Charge
1 Night

Booking Includes
 Two queen beds
 Free cancellation until 11:59PM on April 11, 2026.

Check-in **Check-out**
April 12, 2026 April 13, 2026

Per diem lodging limits
Apr 12 - Apr 13, \$199, Meals rate: \$81, Incidentals rate: \$5

Estimated Total Cost **\$228.74**

April 12, 2026 \$199.00
Taxes, fees and charges \$29.74

Payment
 The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment
Virtual Payment for Hotels

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

[Book and Continue](#)
[Change Selection](#)

Traveler Information
All information must match government issued ID from your profile.

Name on Reservation William Never	Phone 11111111	Email @dgs.ca.gov
Frequent Traveler Account None		

HOW TO ADD TO AN EXISTING ITINERARY

If your agency participates in the Virtual Card Program, a note will appear under "Form of Payment" to show the virtual card will be used to pay. See the [Virtual Payment Resources page](#) for more information.

Estimated Total Cost ⓘ **\$228.74**

April 12, 2026 \$199.00

Taxes, fees and charges ▾ \$29.74

Payment

ⓘ The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment

Virtual Payment for Hotels

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

Book and Continue

[Change Selection](#)

If your agency does not participate in the Virtual Card Program, the traveler will need to add a personal credit card to their profile in Concur and seek reimbursement after the trip. Reach out to your agency Travel Coordinator(s) for internal reimbursement processes.

Use the drop-down menu to select the correct personal card.

Payment

Form of Payment *

Card **** ▾

Accepted for Booking

Card **** -

Click "Rules and Restrictions" to review the hotel's policies. If you agree, click "I have read and accept..."

Estimated Total Cost ⓘ **\$228.74**

April 12, 2026 \$199.00

Taxes, fees and charges ▾ \$29.74

Payment

ⓘ The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment

Virtual Payment for Hotels

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

Book and Continue

[Change Selection](#)

HOW TO ADD TO AN EXISTING ITINERARY

If the information is correct, click "Book and Continue."

Estimated Total Cost ⓘ \$228.74

April 12, 2026 \$199.00

Taxes, fees and charges ▾ \$29.74

Payment

ⓘ The form of payment listed below is required by your company, and will be used for this booking. You do not need to select a form of payment.

Form of Payment

Virtual Payment for Hotels

I have read and accept the rules & restrictions and policies.*

[Rules and Restrictions](#)

Book and Continue

[Change Selection](#)

You have not finished booking the trip!

3.2.4 Finalize Page

The "Finalize" page will load. The information that was input during the initial booking will appear, as well as the newly booked segment. Review the information.

Finalize ⓘ Required field

Trip Overview
April 10, 2026 - April 13, 2026

Trip Name * 16/50
Trip - San Diego

Description 0/250

Traveler
BETA TESTER

Estimated Total Cost ⓘ \$848.64

Flight ▾ \$366.53

Rental Car ▾ \$221.14

Hotel ▾ \$260.97

Rates are quoted in USD.

ⓘ Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

You can add additional rental cars or hotels to the trip on this page. Look for the car and bed icons under the estimated cost information. See the videos and/or guides 'How to Book Lodging' and/or 'How to Book a Rental Car' for more information.

Finalize ⓘ Required field

Trip Overview
April 10, 2026 - April 13, 2026

Trip Name * 16/50
Trip - San Diego

Description 0/250

Traveler
BETA TESTER

Estimated Total Cost ⓘ \$848.64

Flight ▾ \$366.53

Rental Car ▾ \$221.14

Hotel ▾ \$260.97

Rates are quoted in USD.

ⓘ Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

[Cancel Trip](#)

[Hold Trip](#)

Would you like to book anything else?

[Add Hotel](#) [Add Rental Car](#)

Sacramento, CA (SMF) - San Diego, CA (SAN)
Friday, April 10, 2026 [Confirmed ▾](#)
Confirmation Number: BDOWSN

ENTERPRISE Rental Car
Friday, April 10, 2026 - Sunday, April 12, 2026 [Confirmed ▾](#)
Confirmation Number: 68903383COUNT

CROWNE PLAZA MISSION VALLEY BY IHG, SAN DIEGO

HOW TO ADD TO AN EXISTING ITINERARY

If all is correct, click "Finalize Trip."

Finalize

* Required field

Trip Overview

April 10, 2026 - April 13, 2026

Trip Name * 16/50
Trip - San Diego

Description 0/250

Traveler
BETA TESTER

Estimated Total Cost

\$848.64

Flight \$366.53
Rental Car \$221.14
Hotel \$260.97

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

Cancel Trip

Hold Trip

Sacramento, CA (SMF) - San Diego, CA (SAN)
Friday, April 10, 2026 Confirmed
Confirmation Number: BDOW5N

ENTERPRISE Rental Car
Friday, April 10, 2026 - Sunday, April 12, 2026 Confirmed
Confirmation Number: 68903383COUNT

CROWNE PLAZA MISSION VALLEY BY IHG, SAN DIEGO

Would you like to book anything else?

Add Hotel Add Rental Car

You have not finished booking the trip!

3.2.5 Trip Confirmed Page

Please note that your travel is not booked until you have reached this page!

This page notifies you the trip has been booked. To see the trip information, click "View Trip Overview." Click "Back to Homepage" to return to Concur's homepage.

This trip requires approval before January 22, 2026 9:54 AM EST (approver name: [redacted]). Otherwise, it may be automatically canceled and a penalty fee may apply. The approver will be notified of any edits.

Trip Confirmed

An email confirmation will be sent to BETA TESTER

[Back to Homepage](#) [View Trip Overview](#)

Traveler BETA TESTER

Trip Name Trip - San Diego

Date April 12, 2026 - April 13, 2026

Note: Your travel manager may have to approve the trip. If your agency has automated approvals turned on, please see the videos and/or guides 'Passive and Hard Stop Approval Information,' 'Travel Approval,' 'Concur Pre-Trip Approval Guide,' and/or 'What to Do if Your Travel Has Been Rejected or Approved' for more information.

i This trip requires approval before January 22, 2026 9:54 AM EST (approver name:). Otherwise, it may be automatically canceled and a penalty fee may apply. The approver will be notified of any edits.

Trip Confirmed

An email confirmation will be sent to **BETA TESTER**

[Back to Homepage](#) [View Trip Overview](#)

Traveler	BETA TESTER
Trip Name	Trip - San Diego
Date	April 12, 2026 - April 13, 2026

3.3 Add a Car Rental to an Existing Trip

3.3.1 Search Parameters

A pop-up will appear. The information will automatically match the booked travel. You may change any of the search parameters, but please note that changing the pick-up and drop-off locations, dates, and/or times will not change the locations, dates or times for the other segments of travel.

Use the drop-down menu to choose the trip segment to which you'd like to add a car rental.

Add to Your Trip

Car rentals are billed directly to your agency; however, any tolls incurred from toll roads or bridges and invoiced to the employee directly are the employees' responsibility to pay.

Rental Car Search

Where would you like to pick up your car? Select one of your previous reservations to set the pick up location and date or enter the criteria manually.

Your Reservations

Flight: Sacramento International Airport, 04/12/2026

HOW TO ADD TO AN EXISTING ITINERARY

If you would like to change the pickup or drop-off locations for the rental car, click the search box(es) and type the new location(s).

Add to Your Trip

Car rentals are billed directly to your agency; however, any tolls incurred from toll roads or bridges and invoiced to the employee directly are the employees' responsibility to pay.

Rental Car Search

Where would you like to pick up your car? Select one of your previous reservations to set the pick up location and date or enter the criteria manually.

Your Reservations

Flight: Sacramento International Airport, 04/12/2026

Pickup *

Sacramento International Airport

Drop-Off

Same Location

If you would like to change the dates, use the calendar to choose a new date range. You can also type the new dates desired in the date section.

Add to Your Trip

Car rentals are billed directly to your agency; however, any tolls incurred from toll roads or bridges and invoiced to the employee directly are the employees' responsibility to pay.

Rental Car Search

location

April 2026							May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

04/12/2026 - 04/13/2026

HOW TO ADD TO AN EXISTING ITINERARY

If you would like to change the pickup and drop-off times, click the search bars and type the new times.

Add to Your Trip

Car rentals are billed directly to your agency; however, any tolls incurred from toll roads or bridges and invoiced to the employee directly are the employees' responsibility to pay.

Rental Car Search

Where would you like to pick up your car? Select one of your previous reservations to set the pick up location and date or enter the criteria manually.

Your Reservations

Flight: Sacramento International Airport, 04/12/2026

Pickup *

Sacramento International Airport

Drop-Off

Same Location

Dates *

04/12/2026 - 04/13/2026

Pickup Time *

9:00 AM

Drop-Off Time *

10:00 AM

Once the search parameters are accurate, click "Search."

Add to Your Trip

Car rentals are billed directly to your agency; however, any tolls incurred from toll roads or bridges and invoiced to the employee directly are the employees' responsibility to pay.

Rental Car Search

Where would you like to pick up your car? Select one of your previous reservations to set the pick up location and date or enter the criteria manually.

Your Reservations

Flight: Sacramento International Airport, 04/12/2026

Pickup *

Sacramento International Airport

Drop-Off

Same Location

Dates *

04/12/2026 - 04/13/2026

Pickup Time *

9:00 AM

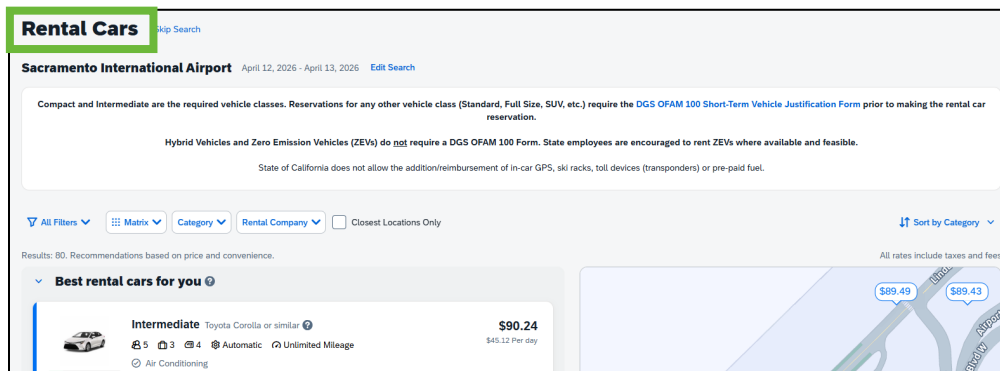
Drop-Off Time *

10:00 AM

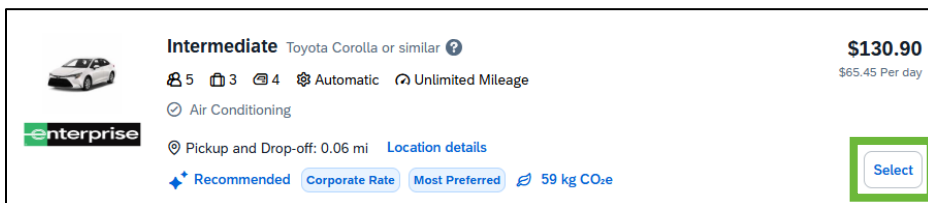
Search Close

3.3.2 Select a Rental Car

The car rental search page will load. Review the options and select the one that best meets the travel requirements and agency policies.



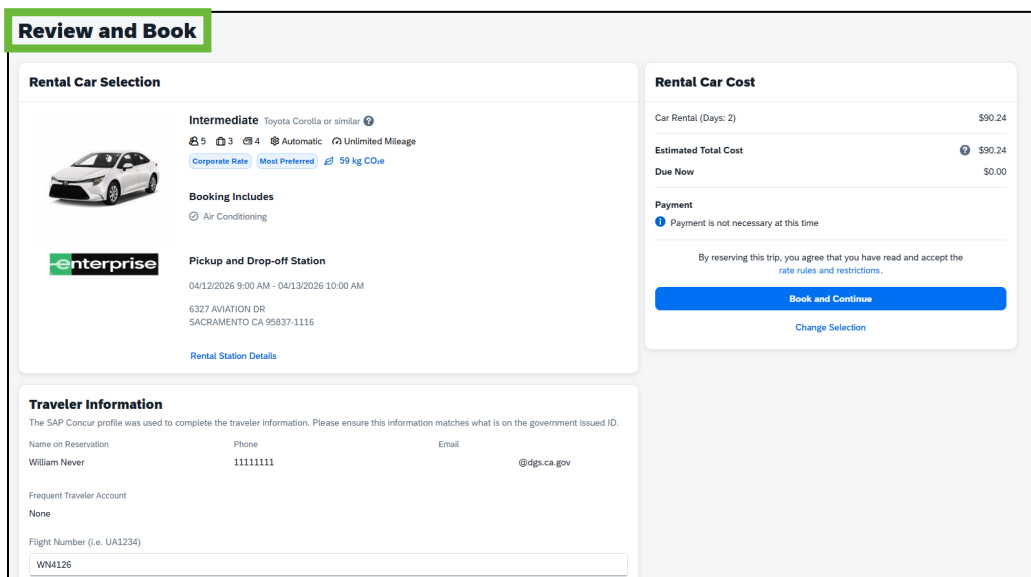
Once you have reviewed the options and are ready to book, click “Select.”



Important: Enterprise is the state's most preferred vendor, and National can be used anywhere Enterprise is not available. For state executive branch agencies only: If you choose a vendor other than Enterprise or National, you are subject to an audit. Please see [SAM section 4117.2](#) for more information.

3.3.3 Rental Car Review and Book Page


The “Review and Book” page will load.



HOW TO ADD TO AN EXISTING ITINERARY

Review the rental car information.

Rental Car Selection



Intermediate Toyota Corolla or similar [?](#)
5 seats, 3 doors, 4 cylinders, Automatic, Unlimited Mileage
[Corporate Rate](#) [Most Preferred](#) 59 kg CO₂e

Booking Includes
Air Conditioning

enterprise

Pickup and Drop-off Station
04/12/2026 9:00 AM - 04/13/2026 10:00 AM
6327 AVIATION DR
SACRAMENTO CA 95837-1116
[Rental Station Details](#)

Review the traveler's information. You may be turned away if the name on your identification does not match your reservation.

- A. Verify the traveler's name is accurate and matches the photo identification the traveler will provide upon traveling.
- B. Verify the phone number, email, and frequent traveler account are correct, if applicable.
- C. The traveler's flight number will appear here.

Traveler Information

The SAP Concur profile was used to complete the traveler information. Please ensure this information matches what is on the government issued ID.

Name on Reservation William Never A	Phone 11111111 B	Email @dgs.ca.gov
Frequent Traveler Account None B		
Flight Number (i.e. UA1234) WN4371 C		

[Add Frequent Traveler Account](#) [Edit Information](#)

Important: Incorrect loyalty numbers in the "Frequent-Traveler Programs" section in Concur will cause direct-billing issues and result in a personal credit card being required at the rental counter. See the video and/or guide 'Setting Up a Profile in Concur' on how to add/edit/remove that information.

If needed, add any rental car preferences.

Rental Car Preferences

Your comments will be shared with the rental company.

Comments 0/60

Only alphanumeric characters are allowed.

HOW TO ADD TO AN EXISTING ITINERARY

Important: The state of California does not allow the addition/reimbursement of in-car GPS, ski racks, toll devices (transponders) or pre-paid fuel.

On the right side of the page, you will see the estimated costs.

Review and Book

Rental Car Selection

Intermediate Toyota Corolla or similar

5 3 4 Automatic Unlimited Mileage

Corporate Rate Most Preferred 59 kg CO₂e

Booking Includes

Air Conditioning

Pickup and Drop-off Station

04/12/2026 9:00 AM - 04/13/2026 10:00 AM

6327 AVIATION DR
SACRAMENTO CA 95837-1116

Rental Station Details

Rental Car Cost

Car Rental (Days: 2) \$90.24

Estimated Total Cost \$90.24

Due Now \$0.00

Payment

Payment is not necessary at this time

By reserving this trip, you agree that you have read and accept the rate rules and restrictions.

Book and Continue

Change Selection

Traveler Information

The SAP Concur profile was used to complete the traveler information. Please ensure this information matches what is on the government issued ID.

Click the “rate rules and restrictions” link to review information applicable to the booking. If no changes need to be made and you agree with the rate rules and restrictions, click “Book and Continue.”

Rental Car Cost

Car Rental (Days: 2) \$90.24

Estimated Total Cost \$90.24

Due Now \$0.00

Payment

Payment is not necessary at this time

By reserving this trip, you agree that you have read and accept the rate rules and restrictions.

Book and Continue

Change Selection

3.3.4 Finalize Page

The “Finalize” page will load. The information that was input during the initial booking will appear, as well as the newly booked segment. Review the information.

Finalize

Trip Overview

April 30, 2026 - April 13, 2026

Trip Name * 16/50

Trip - San Diego

Description 0/250

Traveler

BETA TESTER

Estimated Total Cost \$848.64

Flight \$366.53

Rental Car \$221.14

Hotel \$260.97

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

Finalize Trip

HOW TO ADD TO AN EXISTING ITINERARY

You can add additional rental cars or hotels to the trip on this page. Look for the car and bed icons under the estimated cost information. See the videos and/or guides 'How to Book Lodging' and/or 'How to Book a Rental Car' for more information.

Finalize

* Required field

Trip Overview

April 10, 2026 - April 13, 2026

Trip Name * 16/50
Trip - San Diego

Description 0/250

Traveler
BETA TESTER

Estimated Total Cost ?

\$848.64

Flight	\$366.53
Rental Car	\$221.14
Hotel	\$260.97

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

[Finalize Trip](#)

[Cancel Trip](#)

[Hold Trip](#)

[✈ Sacramento, CA \(SMF\) - San Diego, CA \(SAN\)](#)
Friday, April 10, 2026 [Confirmed](#)

Confirmation Number: BDOW5N

[🚗 ENTERPRISE Rental Car](#)
Friday, April 10, 2026 - Sunday, April 12, 2026 [Confirmed](#)

Confirmation Number: 68903383COUNT

[🏨 CROWNE PLAZA MISSION VALLEY BY IHG, SAN DIEGO](#)

Would you like to book anything else?

[🏨 Add Hotel](#) [🚗 Add Rental Car](#)

If all is correct, click "Finalize Trip."

Finalize

* Required field

Trip Overview

April 10, 2026 - April 13, 2026

Trip Name * 16/50
Trip - San Diego

Description 0/250

Traveler
BETA TESTER

Estimated Total Cost ?

\$848.64

Flight	\$366.53
Rental Car	\$221.14
Hotel	\$260.97

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

[Finalize Trip](#)

[Cancel Trip](#)

[Hold Trip](#)

[✈ Sacramento, CA \(SMF\) - San Diego, CA \(SAN\)](#)
Friday, April 10, 2026 [Confirmed](#)

Confirmation Number: BDOW5N

[🚗 ENTERPRISE Rental Car](#)
Friday, April 10, 2026 - Sunday, April 12, 2026 [Confirmed](#)

Confirmation Number: 68903383COUNT

[🏨 CROWNE PLAZA MISSION VALLEY BY IHG, SAN DIEGO](#)

Would you like to book anything else?

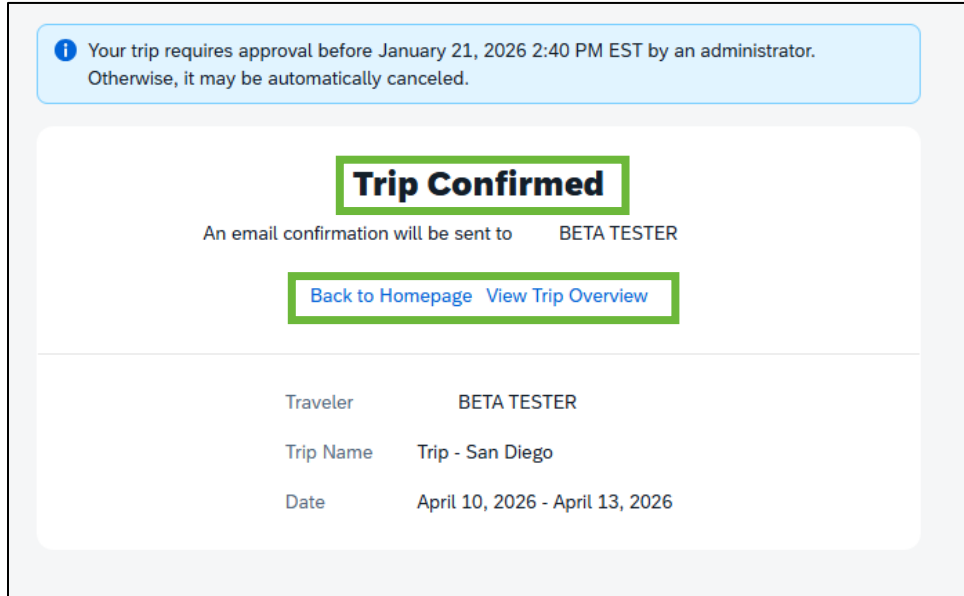
[🏨 Add Hotel](#) [🚗 Add Rental Car](#)

You have not finished booking the trip!

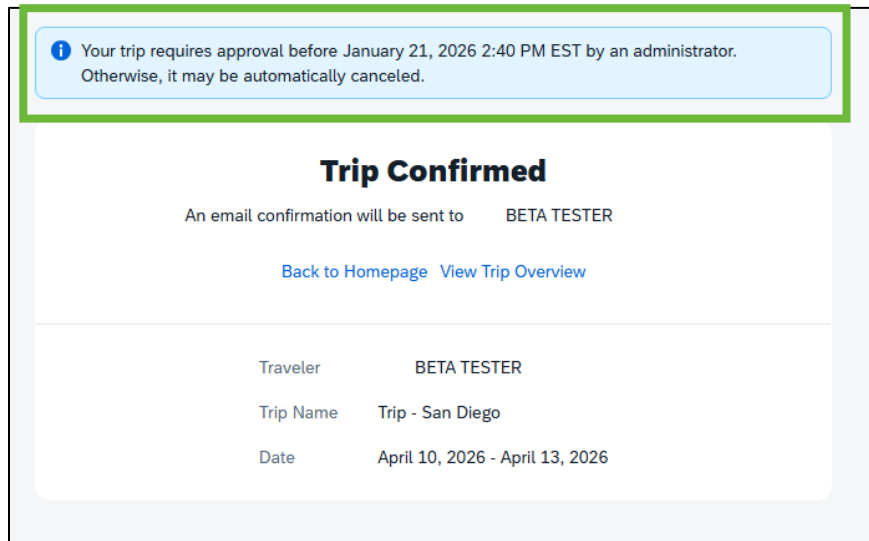
3.3.5 Trip Confirmed Page

Please note that your travel is not booked until you have reached this page!

This page notifies you the trip has been booked. To see the trip information, click "View Trip Overview." Click "Back to Homepage" to return to Concur's homepage.



Your travel manager may have to approve the trip. If your agency has automated approvals turned on, please see the videos and/or guides 'Passive and Hard Stop Approval Information,' 'Travel Approval,' 'Concur Pre-Trip Approval Guide,' and/or 'What to Do if Your Travel Has Been Rejected or Approved' for more information.



3.4 Updated Itinerary

The traveler will receive an email from Concur with the updated itinerary. CI Azumano will also send a purchased travel email with the trip itinerary and receipt.

The traveler can also access the itinerary on Concur by visiting their Trip Library. See section 3.1 of this document for more information.

If you have a Primary Travel Arranger/Assistant assigned to you, they will receive an email from Concur with the updated itinerary. See the video and/or guide 'Assigning a Travel Arranger/Assistant' for more information.

If your agency participates in the Concur pre-trip approval process, your travel manager will also receive an email notification. See the [Trainings Resource page](#) for additional guides such as 'Passive and Hard Stop Approval Information,' 'What to Do If Your Travel Has Been Rejected or Approved,' and 'Rejecting and Approving Travel as a Manager' for more information.

4. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

4.1 CI Azumano

Email: CalTravel@ciazumano.com

Travel Agents: (877) 454-8785 (use only if trip is in progress)

- [CI Azumano Webpage](#)
- [Concur Login Page](#)

4.2 Statewide Travel Program

Email: StatewideTravelProgram@dgs.ca.gov

- [Airfare Resources](#)
- [Car Rental Resources](#)
- [Lodging Resources](#)
- [Virtual Payment Resources](#)

Find the following videos and guides on the [Statewide Travel Program Training Resources Page](#):

- Concur Pre-Trip Approval Guide
- How to Assign and Remove a Travel Arranger/Assistant
- How to Book a Rental Car
- How to Book a Train
- How to Book Air
- How to Book Lodging
- How to Book Travel
- How to Cancel a Booking
- How to Change a Booking
- How to Log into Concur
- How to Set Up a Profile in Concur
- Passive and Hard Stop Approval Information
- Travel Approval
- What to Do If Your Travel Has Been Rejected or Approved