



Your Business Travel

Concur Online Booking Tool Training Open Sessions

We're excited to offer your travelers Concur online booking tool trainings.



The sessions will provide:

- A detailed overview of the Concur booking tool along with traveler tips and best practices.
- A step-by-step guide to locating travel policies, preferred vendors, and getting trips approved.
- A closer look at Amex GBT Mobile app.
- A better understanding of unused ticket credits.
- An explanation of confirmation emails.
- A live question and answer segment.



Your travelers are invited to attend the session of their choice. Concur open door trainings are held every Thursday at 2 pm EST.



Concur session trainings

Every Thursday at 2 pm EST

Join Zoom Meeting

<https://amexgbt.zoom.us/j/96009306493?pwd=TzNoMzZUbEFiYTY0a1BHVXRzV1FKUT09>

Meeting ID: 960 0930 6493 | Passcode: 124676

One tap mobile

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*360705# US (New York)

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*360705# US (Chicago)

The training time is 1 hour with an additional 30 minutes to be used for Q&A.

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