



## Concur Travel

# Key Booking Tips

- 1** Depending on your company's configuration, you may need to update your travel profile in SAP Concur Travel before you can begin using the booking tool. Use the travel profile options to set or change your personal travel preferences. Even if you don't make any changes, you must save your travel profile before you can book a trip.
- 2** You can assign the ability to book travel to someone else within the company. Specify an assistant or travel arranger by clicking the "assistants and travel arrangers" link in your profile. You can always modify their permissions later.
- 3** Templates can be used for trips to frequent destinations. SAP Concur Travel's template functionality lets you quickly and easily save and duplicate recurrent itineraries.
- 4** Download the Amex GBT Mobile app and manage your trip on the go with useful information like flight updates. If you have questions or require assistance with your travel arrangements, you can easily reach an American Express Global Business Travel Counselor for assistance.
- 5** Remember to book your hotel through Amex GBT, where you have access to discounted rates from more than 2 million properties. This will help drive company savings, improve traveler security, and credit hotel loyalty points properly.
- 6** Don't worry about unused tickets. We keep track and manage them for you. Amex GBT can automatically apply any credits that you have on file with us to your next booking.
- 7** Forgot your password? Just click the "forgot password" link on the sign-in page and enter the email address associated with your account. You'll receive an email with a link that will allow you to reset your password. Please note that your account may be locked after five unsuccessful password attempts within 10 minutes.
- 8** Need to modify or cancel your trip? You can quickly and easily cancel your reservation yourself online using SAP Concur Travel. Just access the trip from your upcoming trips list and follow the simple prompts. Please note that some changes to your flights may require you to contact an Amex GBT travel counselor.

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