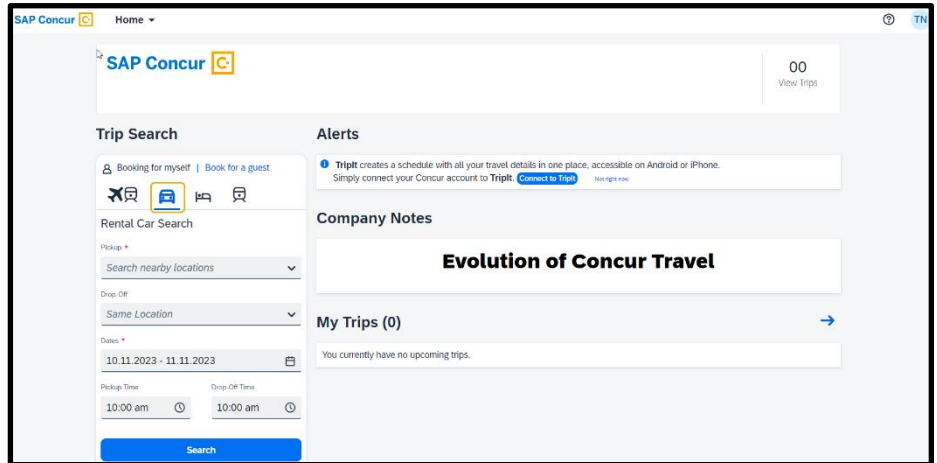


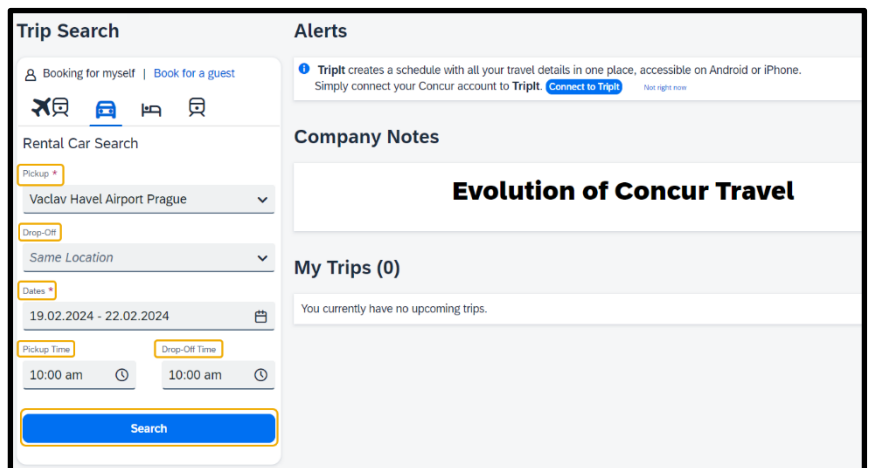
Booking a Rental Car

While SAP Concur makes it easy to book airfare, hotel, and rental cars all at once, you can also book each of these travel options individually.

1. To book a rental car, on the **SAP Concur** home page, select the **Car** tab.



2. Enter your search criteria, such as the pick up and drop off locations, dates, and times, and then select **Search**.



3. On the **Rental Cars** results page, you can filter the results by **Category**, **Type**, **Rental Company**, or **Specifications**. You can also sort by distance or view the results located on a Google map. To modify the search query, you can select **Edit Search**. Note, Enterprise/National is a mandatory contract. Please choose either of those companies if possible.

Vaclav Havel Airport Prague — Same as Pickup Mon, Feb 19 — Thu, Feb 22 Q Edit Search

Rental Cars

165 results

Filter By: Category Type Rental Company Specifications

Sort By: Distance Map View

All rates include taxes and fees

Category	Seats	Transmission	CO ₂	Pickup	Drop-Off	Unlimited Mileage	Air Conditioning	Total Price	Price per Day
Economy	5	Manual	121 g/km	0.14 mi	Same Location	✓	✓	\$352.26	\$117.42 / day
Compact	5	Manual	131 g/km	0.14 mi	Same Location	✓	✓	\$385.05	\$128.35 / day
Intermediate	5	Automatic	141 g/km	0.14 mi	Same Location	✓	✓	\$427.64	\$142.55 / day

4. To continue the booking process, select a car from the available results.

All rates include taxes and fees

Category	Seats	Transmission	CO ₂	Pickup	Drop-Off	Unlimited Mileage	Air Conditioning	Total Price	Price per Day
Economy	5	Manual	121 g/km	0.14 mi	Same Location	✓	✓	\$352.26	\$117.42 / day
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Intermediate	5	Automatic	141 g/km	0.14 mi	Same Location	✓	✓	\$427.64	\$142.55 / day

5. On the **Review and Book** page, review the rental car selection and cost, traveler information, rental car preferences, rental station details, or the rate rules and restrictions.

Review and Book

Rental Car Selection

Economy
Seats: 5 Transmission: Manual CO₂: 121 g/km

Booking Includes
✓ Unlimited Mileage ✓ Air Conditioning

Pickup and Drop-off Station
19.02.2024 10:00 AM – 22.02.2024 10:00 AM

PRAGUE
EUROPORT NEXT TO HOTEL MARRIOTT
AVIATICKA 1092 8
PRAGUE 16100

Rental Station Details

Rental Car Cost

Item	Amount
Car Rental (Days: 3)	\$352.26
Estimated Total Cost	\$352.26
Due Now	\$0.00

Payment
Form of Payment *
Choose your payment method

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


Book and Continue

6. Choose your payment if one displays, accept the rate rules and restrictions, and then select **Book and Continue**.

[Change Selection](#)

Review and Book

Rental Car Selection



Economy
Seats: 5 Transmission: Manual CO₂: 121 g/km
Booking Includes
✓ Unlimited Mileage ✓ Air Conditioning

Pickup and Drop-off Station
19.02.2024 10:00 AM – 22.02.2024 10:00 AM

PRAGUE
EUROPORT NEXT TO HOTEL MARRIOTT
AVIATICKA 1092 8
PRAGUE 16100

Rental Car Cost

Car Rental (Days: 3)	\$352.26
Estimated Total Cost	\$352.26
Due Now	\$0.00

Payment
Form of Payment *
[Choose your payment method](#)

By reserving this trip, you agree that you have read and accept the [rate rules and restrictions](#).

Book and Continue

7. On the **Finalize** page, review your trip details. You can also edit the trip name and description, view the complete rental car itinerary, confirmation number, rental station details, rate rules and restrictions, estimated total cost, or add a car or hotel to your itinerary. Select **Confirm** to continue your booking process or select **Cancel Trip** or **Cancel Reservation** to cancel this reservation.

Finalize

Trip Overview

February 19, 2024 - February 22, 2024

Trip Name *
Car Trip
Character limit: 50 8/50

Description

Character limit: 250 0/250

Traveler
T2 Never

Estimated Total Cost \$352.26
Rental Car \$352.26
Rates are quoted in USD.
Confirm
Cancel Trip

Would you like to book anything else?
[Add Accommodation](#) [Add Rental Car](#)

EUROPCAR Rental Car
February 19, 10:00 AM – February 22, 10:00 AM
Confirmation Number:

Confirmed

8. On the **Trip Confirmed** page, you can select **Back to Homepage** or **View Trip Overview**.

Trip Confirmed

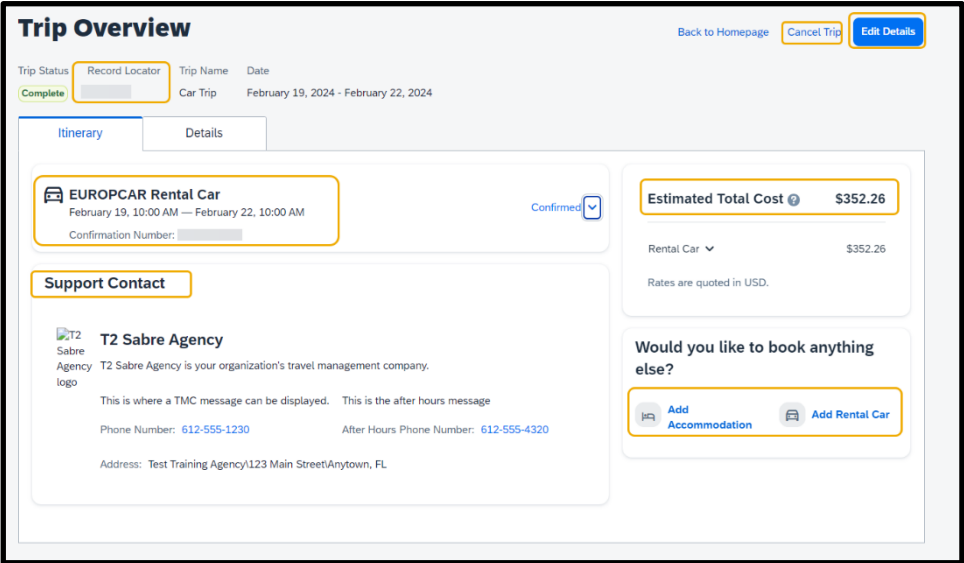
An email confirmation will be sent to T2 Never.

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

Traveler	T2 Never
Trip Name	Car Trip
Date	February 19, 2024 - February 22, 2024

In this example, you will select **View Trip Overview**.

On the **Trip Overview** page, you can cancel the trip, edit the details (trip name and description), view the itinerary, record locator, rental car details, travel agency contact details, or add a hotel or car.



If you select **Back to Homepage**, you can view the reservation under **My Trips** on the SAP Concur homepage.

