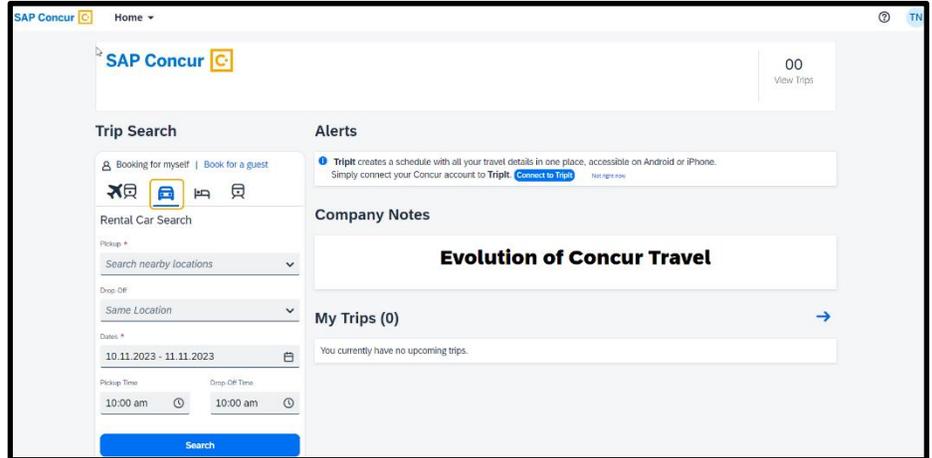


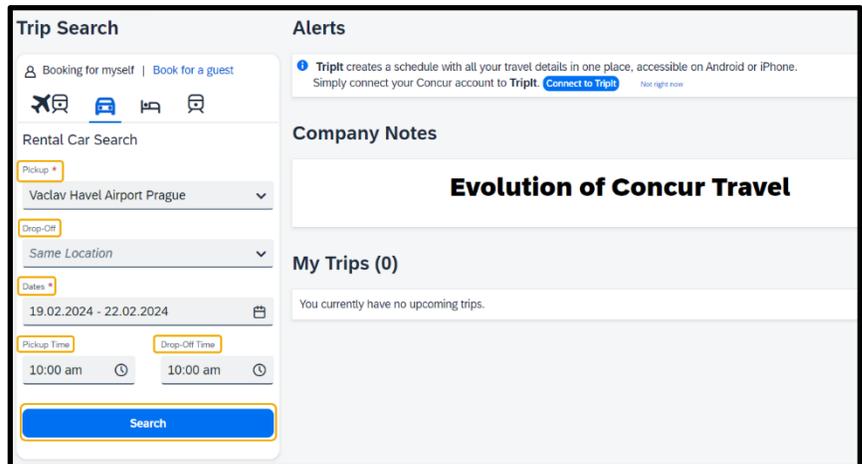
Booking a Rental Car

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.

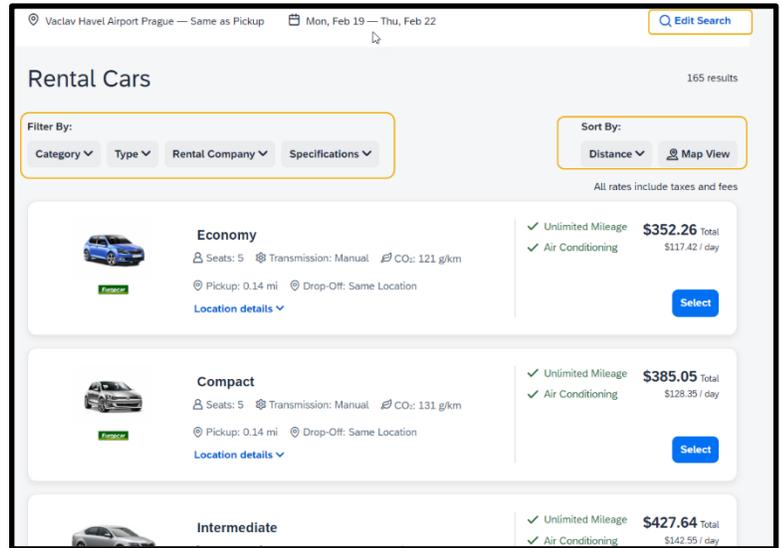
1. To book a rental car, on the **SAP Concur** home page, select the **Car** tab.



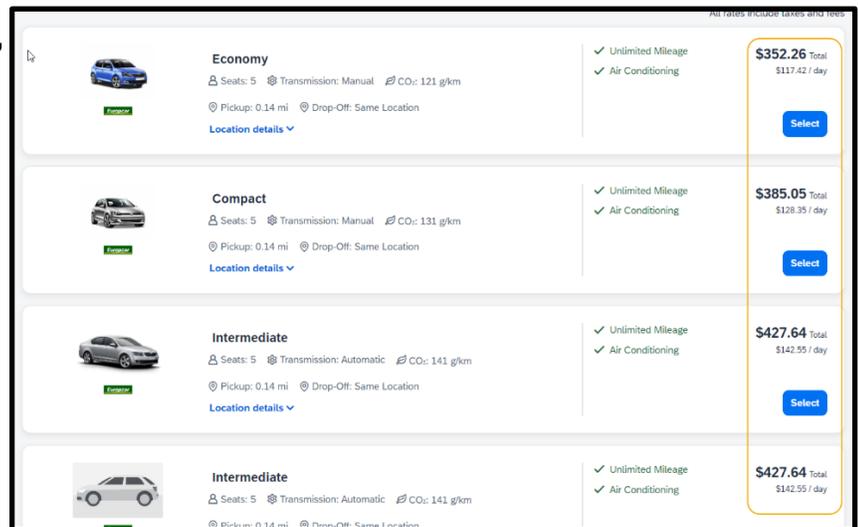
2. Enter your search criteria, such as the pick up and drop off locations, dates, and times, and then select **Search**.



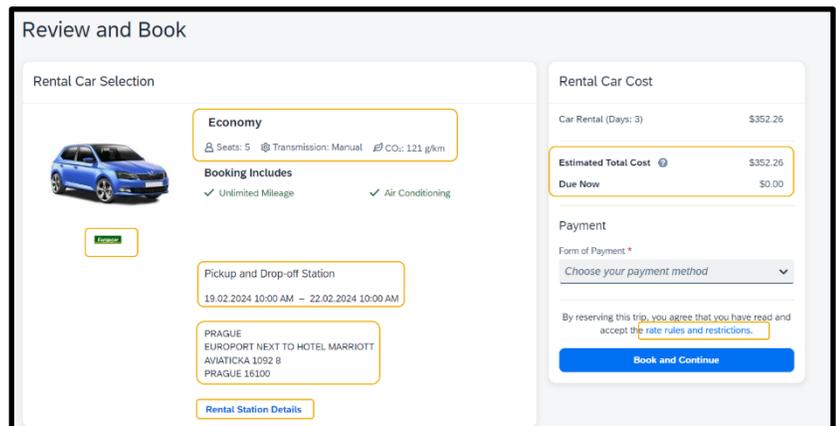
3. On the **Rental Cars** results page, you can filter the results by **Category, Type, Rental Company, or Specifications**. You can also sort by distance or view the results located on a Google map. To modify the search query, you can select **Edit Search**. Note, Enterprise/National is a mandatory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



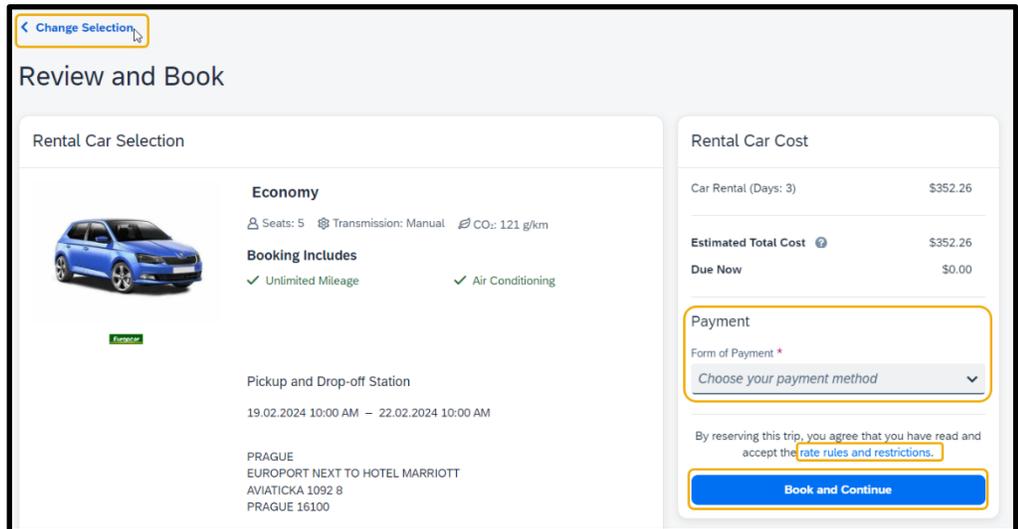
4. To continue the booking process, select a car from the available results.



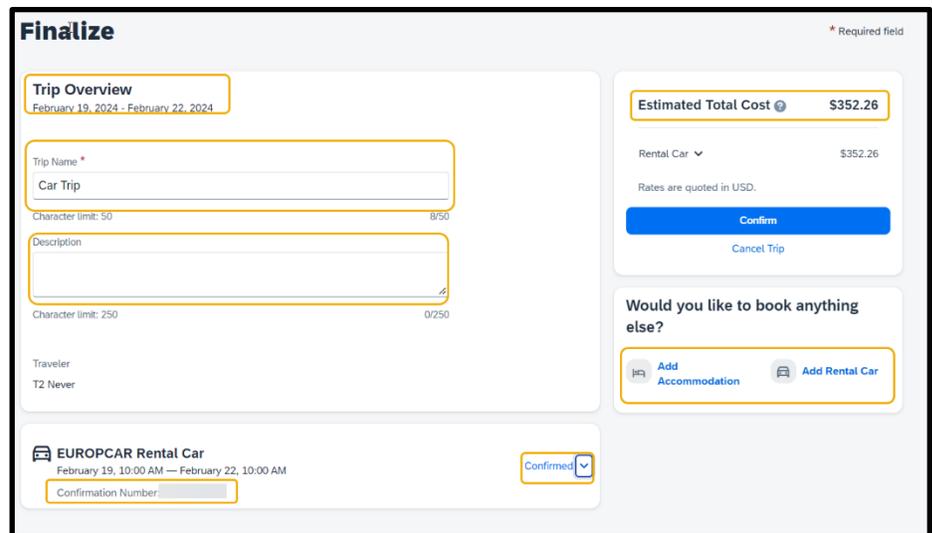
5. On the **Review and Book** page, review the rental car selection and cost, traveler information, rental car preferences, rental station details, or the rate rules and restrictions.



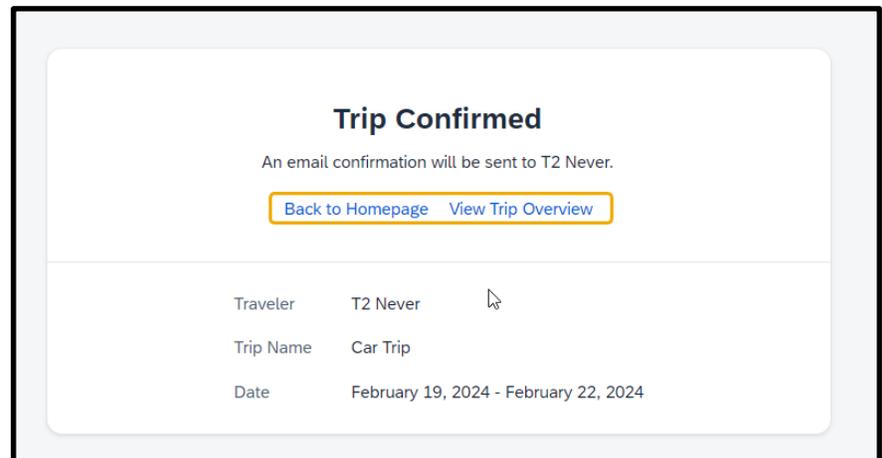
6. Choose your payment if one displays, accept the rate rules and restrictions, and then select **Book and Continue**.



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.

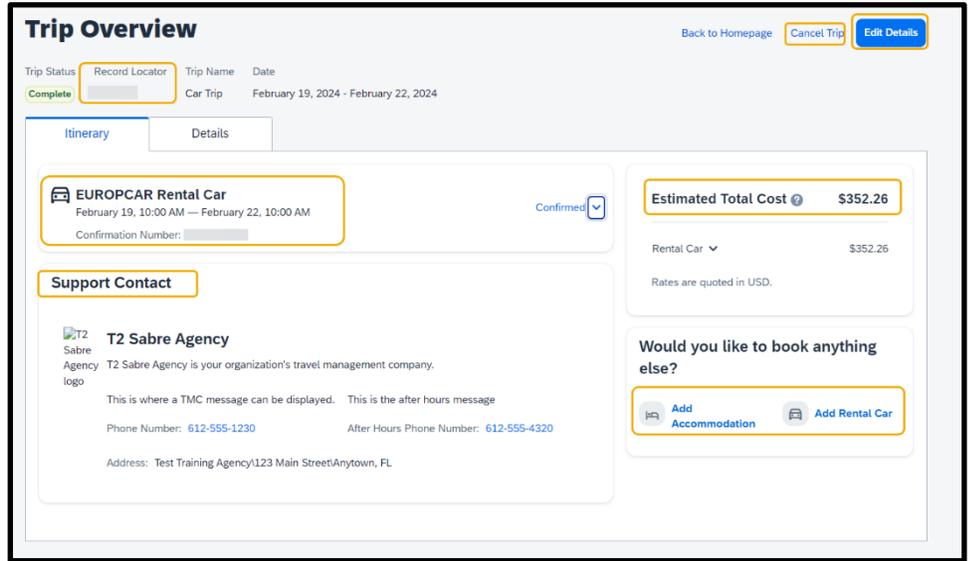


8. On the **Trip Confirmed** page, you can select **Back to Homepage** or **View Trip Overview**.



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.

