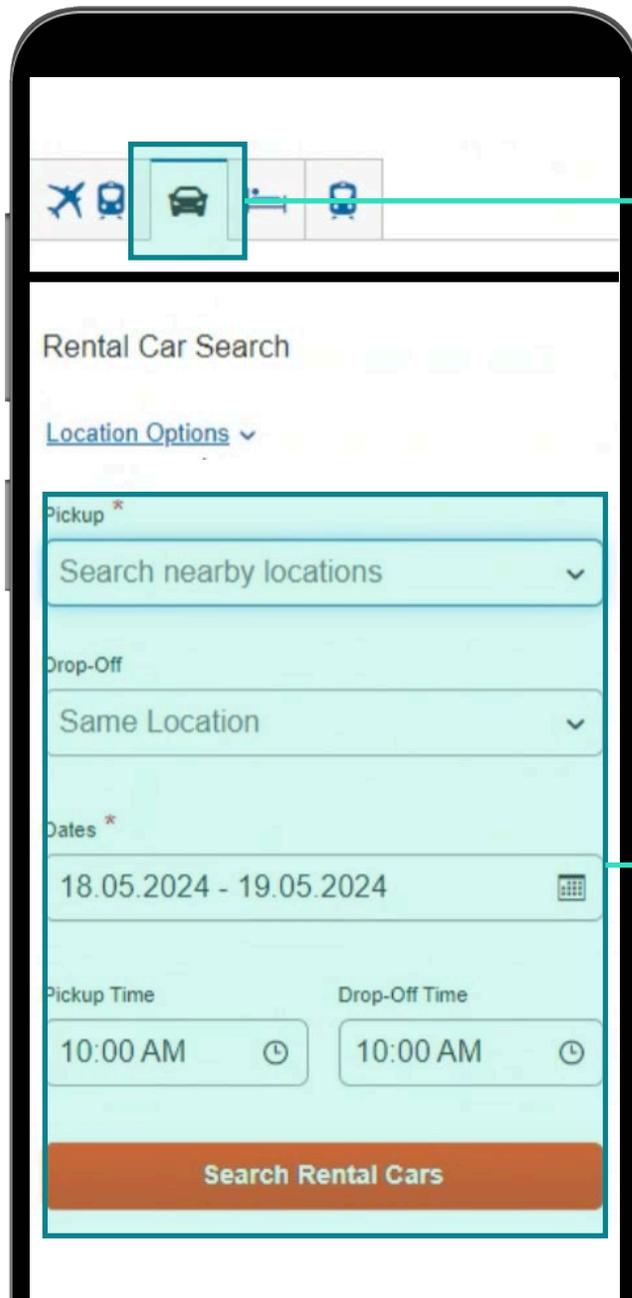


**SAP** Concur

**FOX** World Travel

# Booking a Rental Car





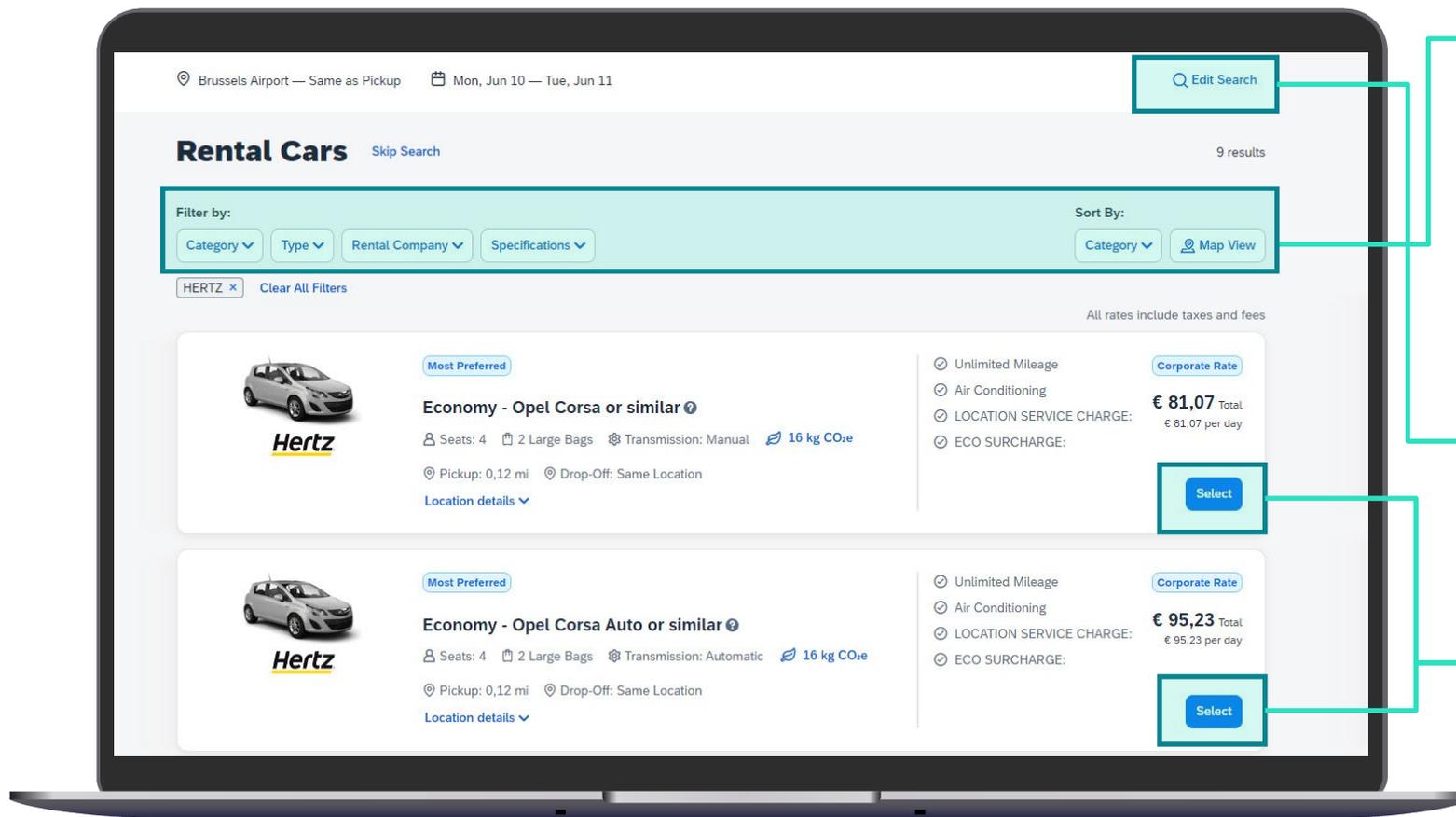
## Booking a Rental Car

- 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**.

For Delivery & Collection\* refer to slide 9

*\*Applicable to EMEA travelers only*

# Booking a Rental Car



3

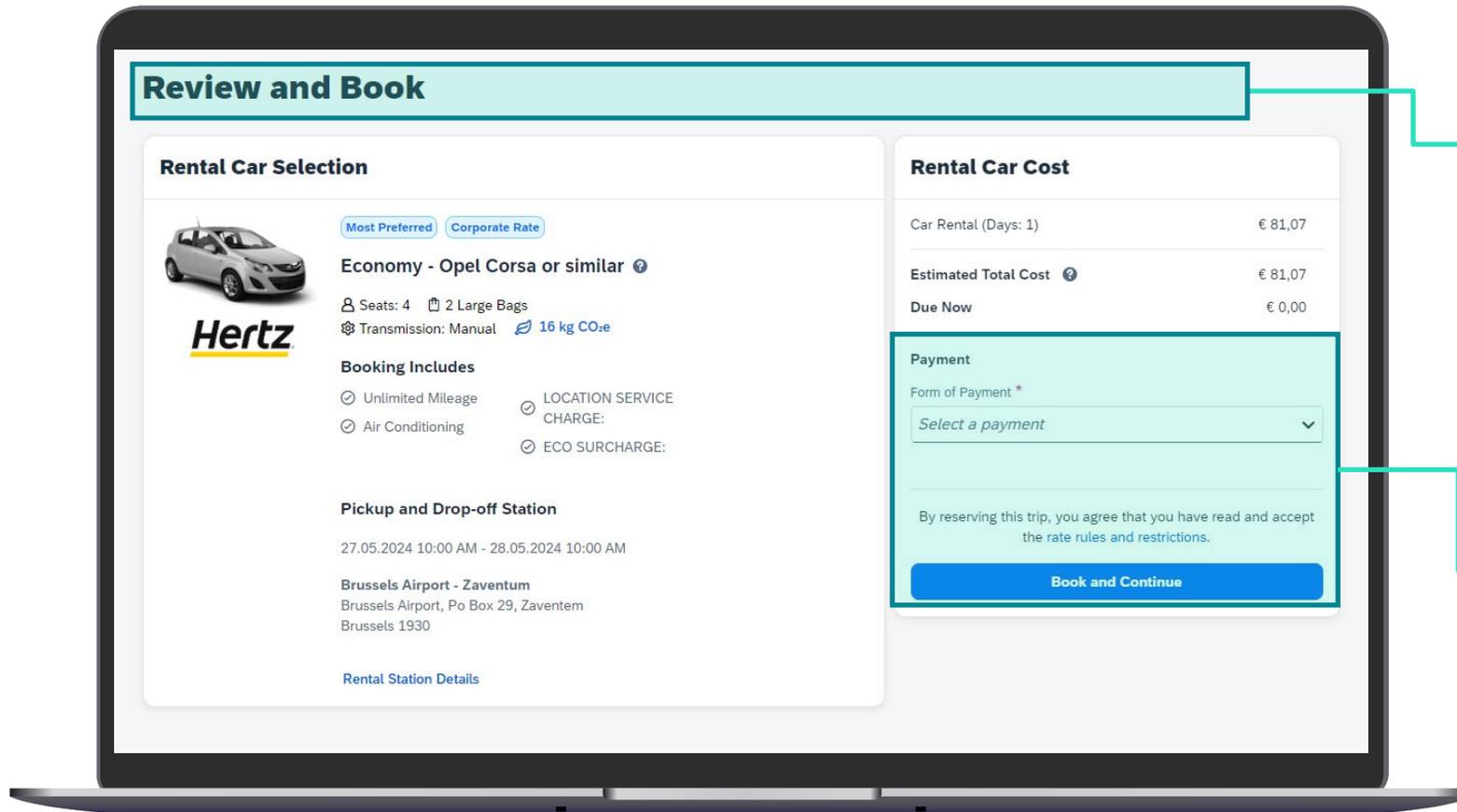
On the **Rental Cars** results page, you can filter the results by Category, Type, Rental Company, or Specifications (e.g. Electric Cars). You can also sort by distance, Total Cost and other Categories or view the results located on a Google map.

To modify the search query, you can select **Edit Search**.

4

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

# Booking a Rental Car



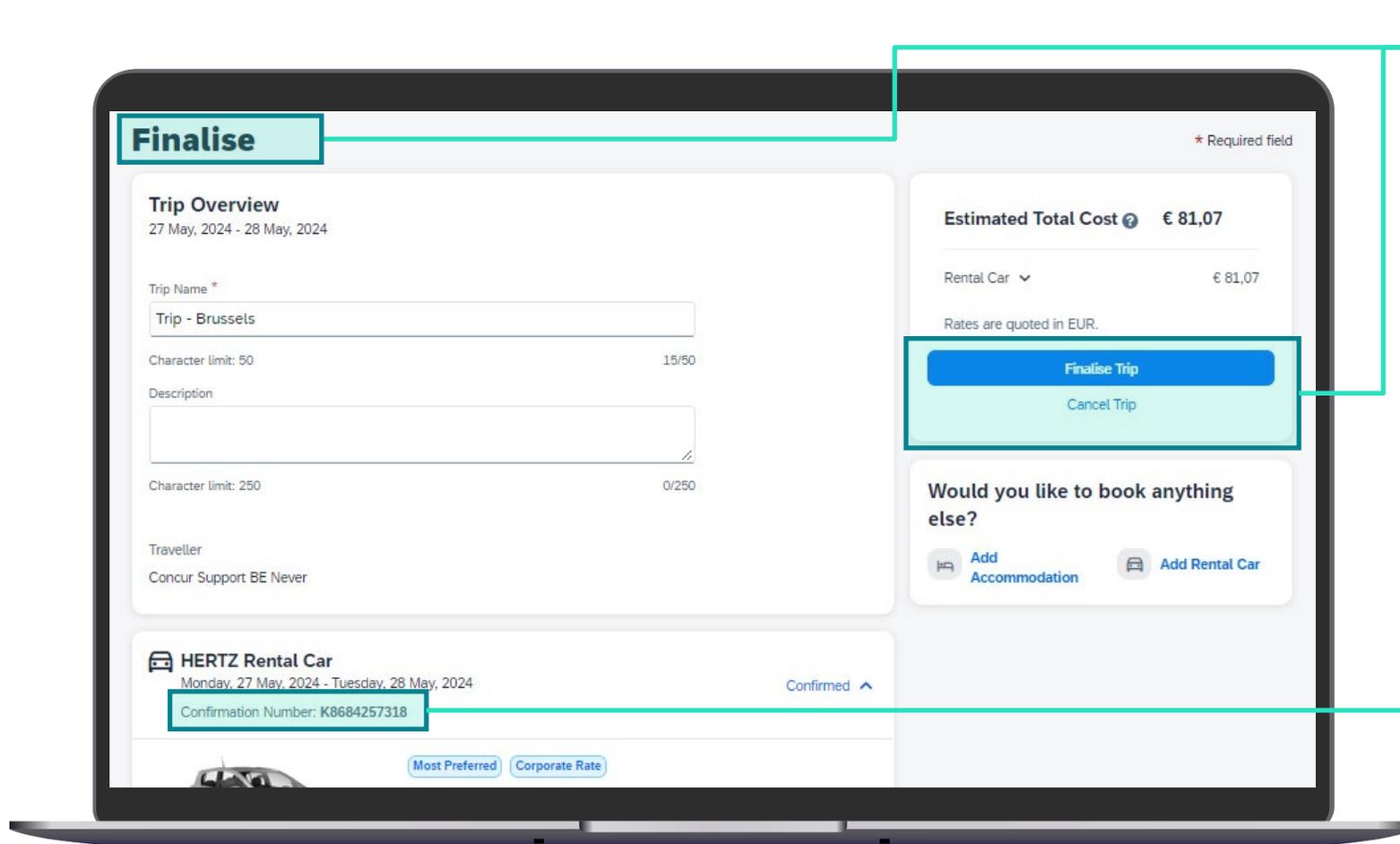
5

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 form of payment, read the rate rules and restrictions, select your Trip Reason and then select **Book and Continue**.

# Booking a Rental Car

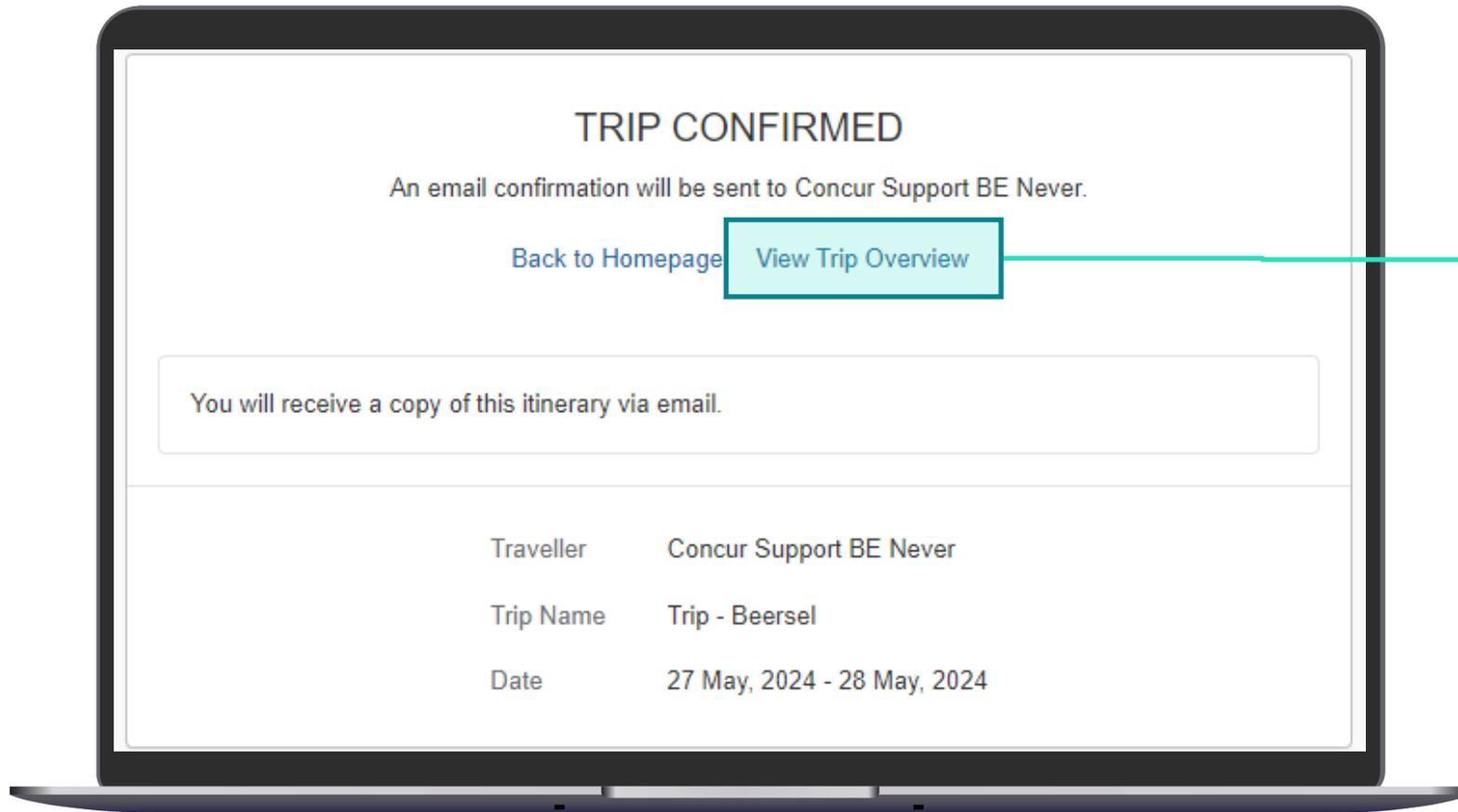


7

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, and estimated total cost. Select **Finalize Trip** to complete your booking process or select **Cancel Trip** to cancel this reservation.

*\*It is important that you click on **Finalize Trip** as otherwise your booking will be auto-cancelled by the tool.*

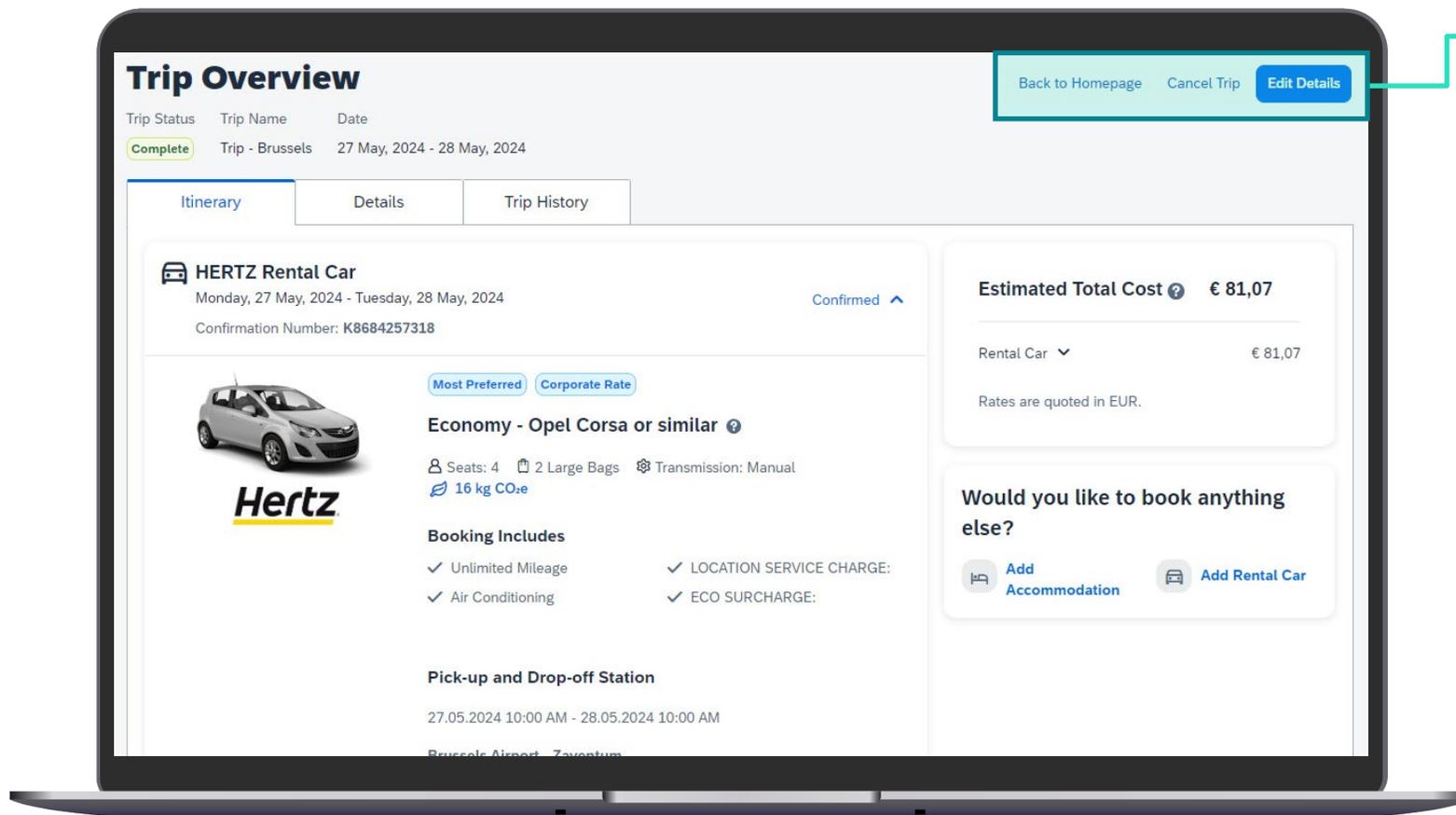
# Booking a Rental Car



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**.

# Booking a Rental Car

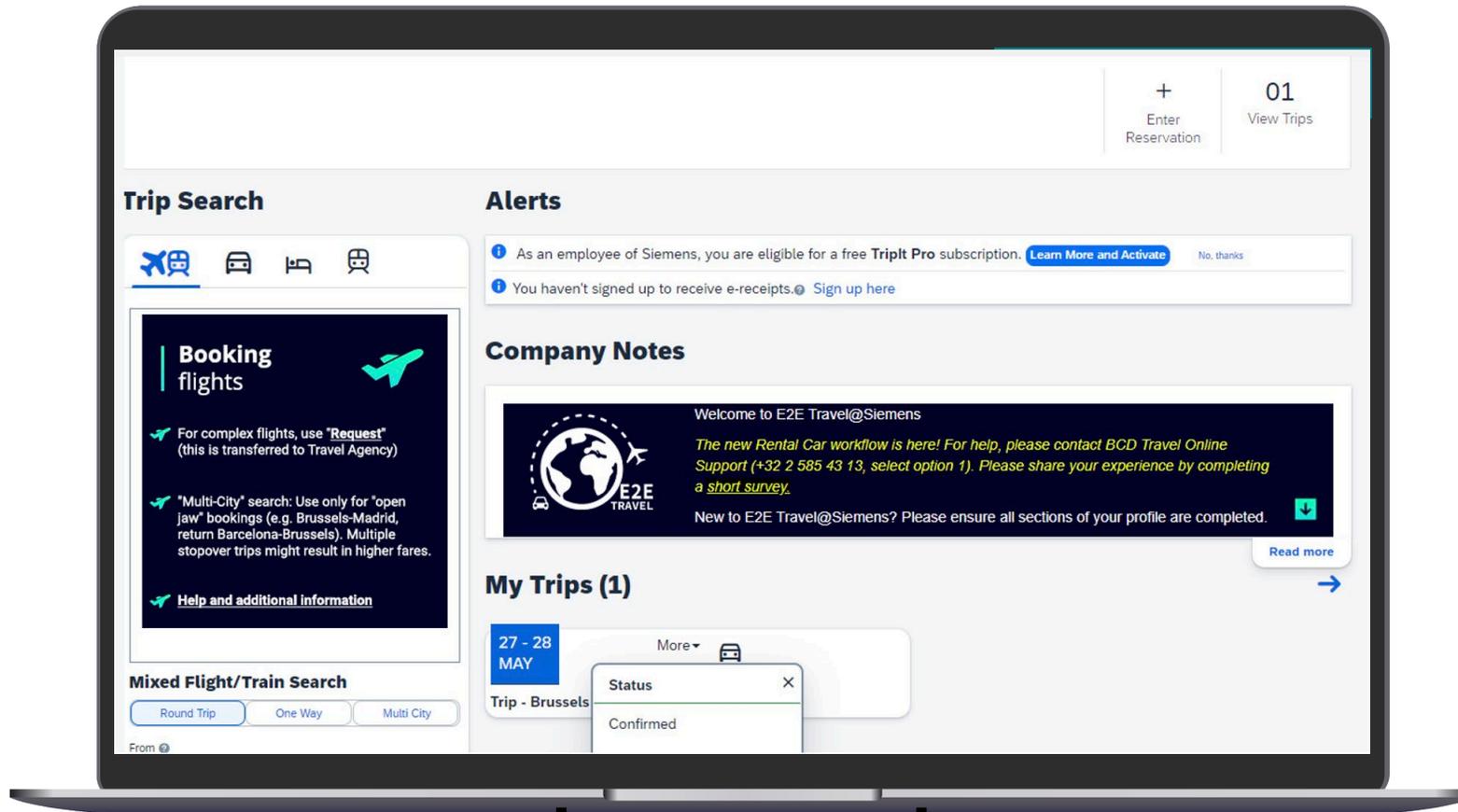


9

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 and contact details.

*\*Please note that guest booking (if used in a country) would be on the old workflow.*

# Booking a Rental Car



10

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

# Questions?

Contact your Fox World Travel Client Solutions Manager

 888-369-8785

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