Booking Travel Arrangements

Objective: This section will go over how to make travel arrangements in Concur.

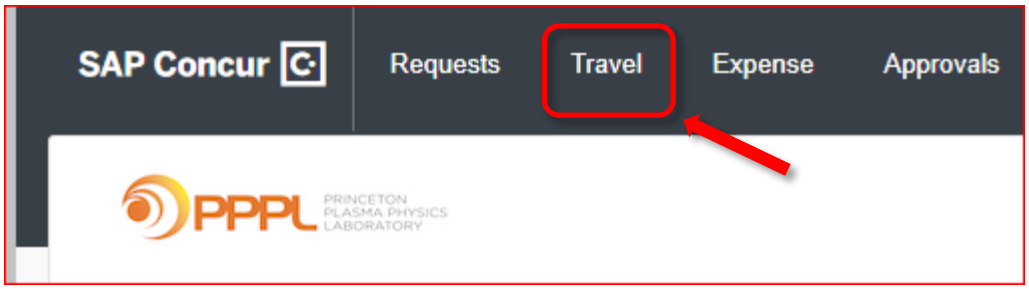
PPPL policy requires that a Travel Request must be entered and approved in Concur prior to incurring any travel expenses.

PPPL recommends that all travel arrangements are made at the same time within the same itinerary. If unable to make all travel arrangements at the same time, follow steps – to add segments to an existing travel itinerary.

Note: Concur Travel is an online tool that creates the reservations. The reservations will enter a ticketing queue and Graycar Travel will process the ticket/invoice within the next 24 hours.

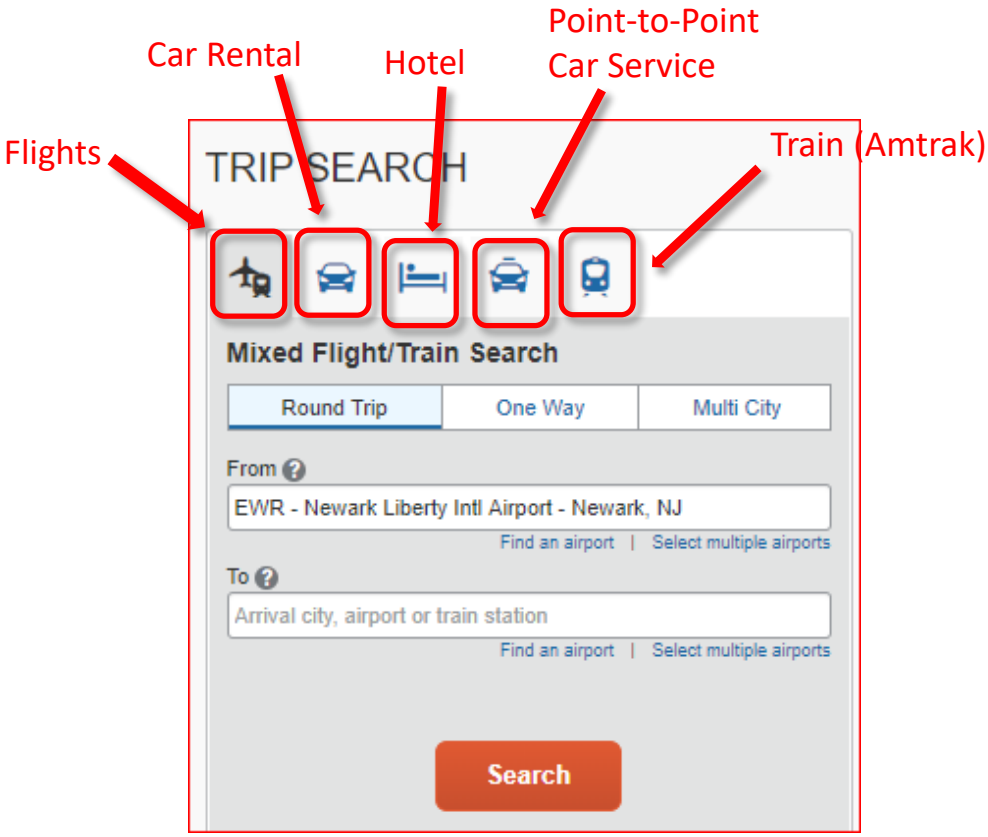
Note: Update your Concur profile with your Date of Birth and gender. This information is needed in order to comply with TSA's Secure Flight program, and will be required when booking flight arrangements.

1. Click on the Travel tab on the top of your home screen.



Booking Travel Arrangements

2. Select the travel arrangement you wish to book, and enter the relevant search information.



[Book flights]

[Book Car Rental]

[Book Hotel]

[Book Point-to-Point Car Service]

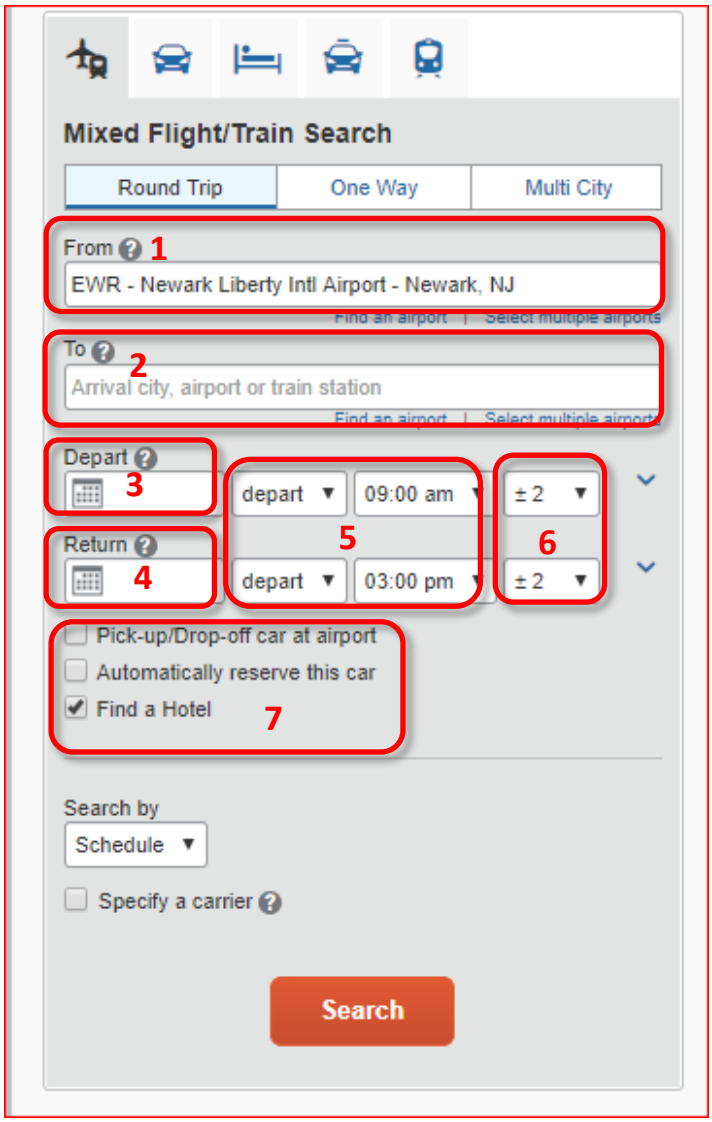
[Book Train]

Booking Travel Arrangements

PPPL

Book flights

1. Enter the Departure [1] and Arrival [2] Airports, Departure [3] and Arrival [4] Dates, and the estimated travel times [5] that are best suited to your schedule.
2. The system will look for a suitable flight within a 2 hour window [6] of your estimated travel times.
3. Select these options to book the car rental and hotel reservations [7], as needed, after the preferred flights have been identified.
4. After entering all of the search criteria, click on the Search button.



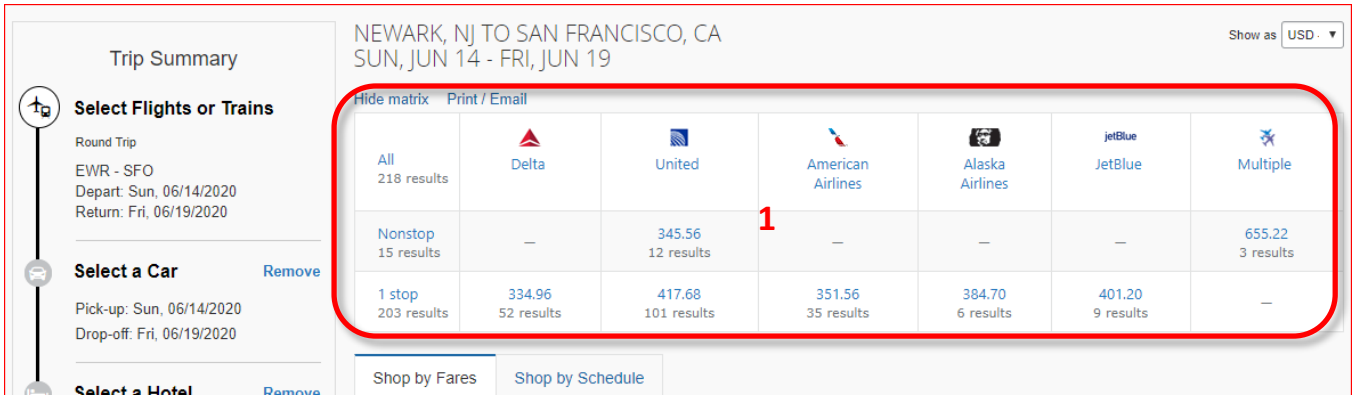
Booking Travel Arrangements

PPPL

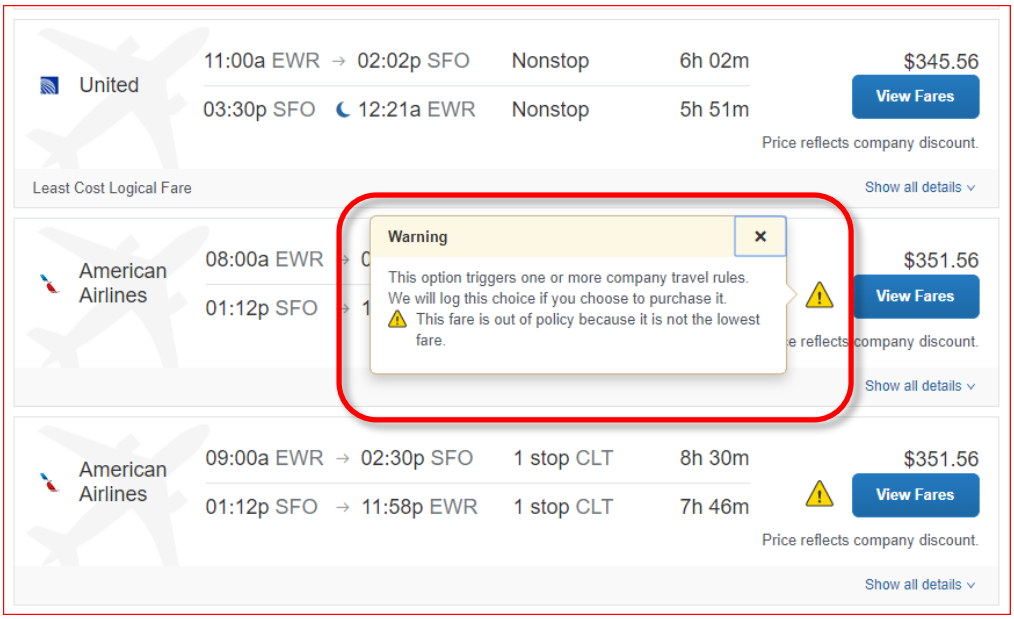
5. Concur will identify the available flights based on your search criteria. Choose the appropriate flights that best suit your needs and are within compliance with PPPL policies.

Note: A matrix is shown with available flights by airlines and the number of stops[1]

- You can filter out flights based on the number of stops.
- PPPL policies require travelers to take the lowest available airfare regardless of airline. Higher airfare due to personal preference on airlines is not allowed.



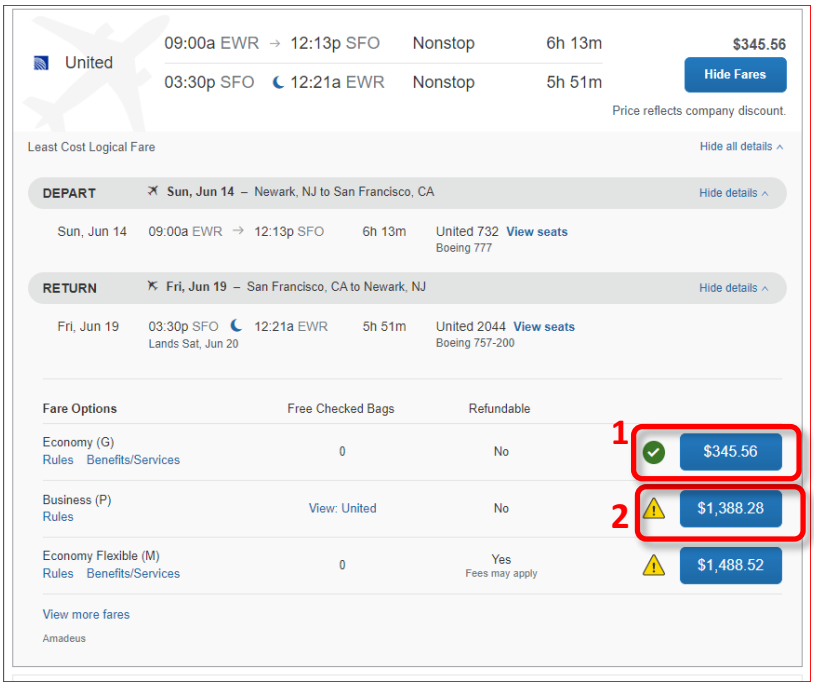
Note: A flag will appear if the flight option is outside of PPPL policy. Hover over the flag to view the exception.

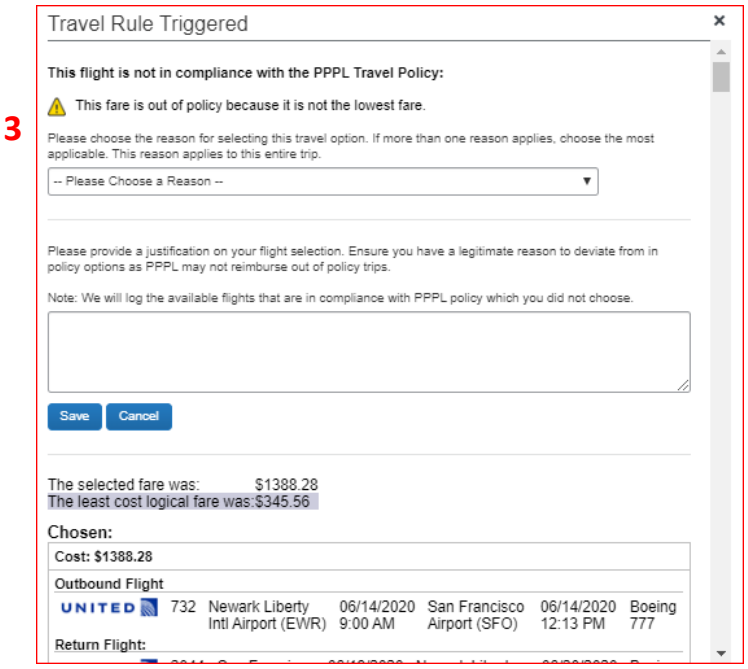


Booking Travel Arrangements

5. To select a flight option, click on “View Fares” to see the available fares for that flight chosen.

Note: Fares with a green check mark[1] shows that the fare is within PPPL compliance. If you are choosing a fare with a yellow flag[2], you must provide a valid business justification[3].



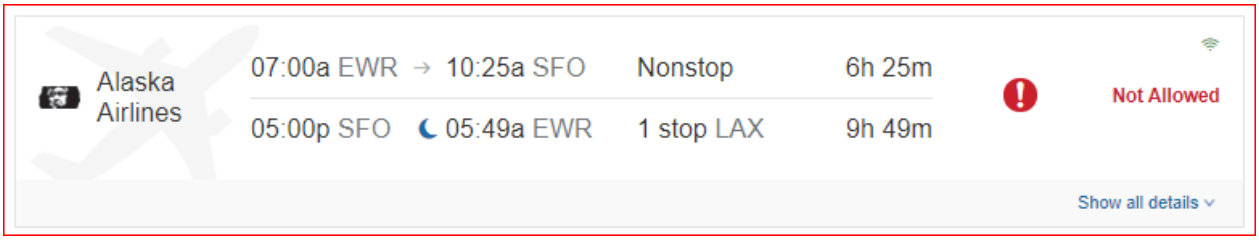


Booking Travel Arrangements

Some flights will have a red flag next to it which implies that this flight option is not allowed per PPPL policies.

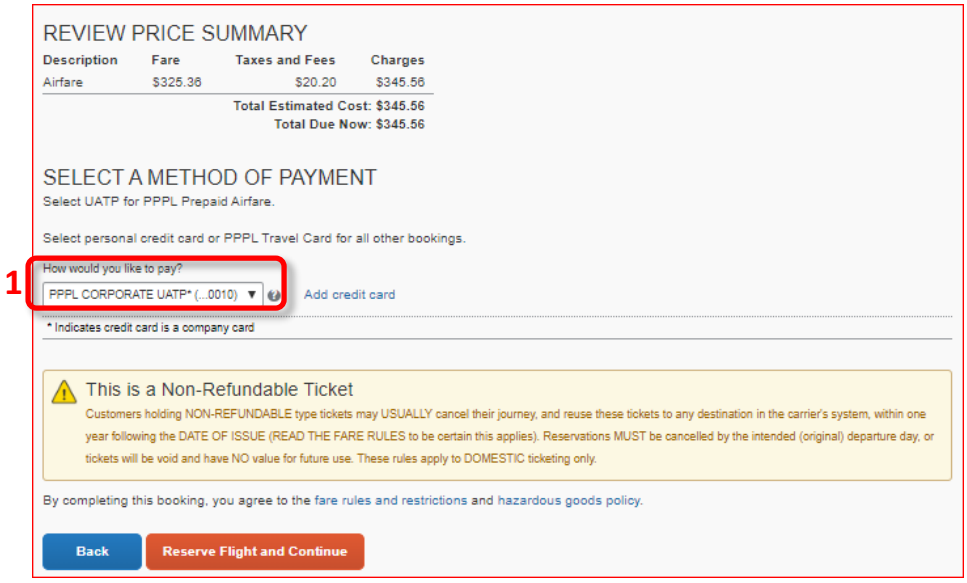
- **Basic economy fare-** These fares are very restrictive in that they cannot be reused/changed if your trip is cancelled, there are no seat assignments, and no overhead bin space. The Travel Office does not recommend purchasing these fares due to the significant restrictions that my be impactful to business travel.

- **International flights that do not comply with Fly America Act-** Review the Travel Website for details on Fly America Act.

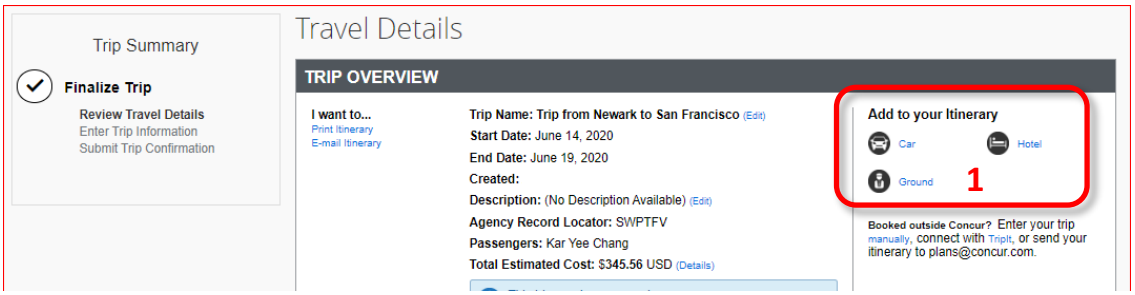


6. After selecting your flight and the appropriate fare, review the flight information, select your preferred seats, and choose your method of payment.

Note: Choose ***PPPL CORPORATE UATP*** [1] to direct bill the airfare to PPPL. You may use your personal credit card to pay for the airfare and request reimbursement when you return from your trip. However, reimbursement is not guaranteed if the trip is cancelled.



7. Concur will bring you to the booking page of the next segment (car rental / hotel) if you elected to make these travel arrangements in step 3. Follow the steps in Book Car Rental or Book Hotel. Otherwise, you will be brought to the Trip Overview page and you have the option to add additional segments (car rental, hotel, or point-to-point ground transportation)[1] to this itinerary.

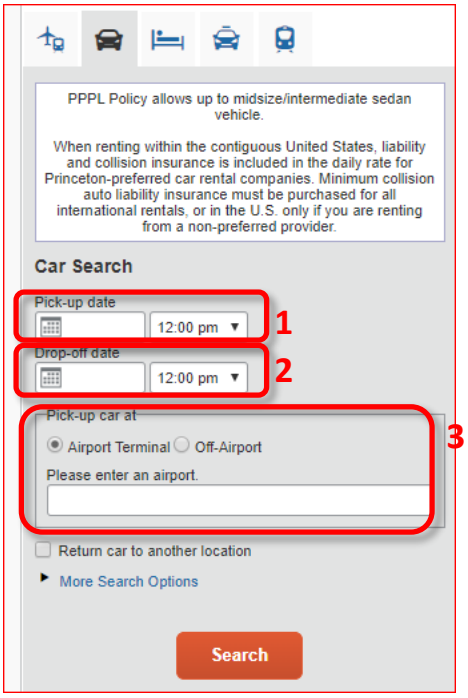


8. Continue to Finalize Itinerary to confirm your reservation.

Book Car Rental

1. Enter the Pick Up Date and Time [1], and Drop Off Date and Time[2]. Enter the location[3] where you plan to pick up the rental car.

Note: If you continued to this step after choosing your flights, this information is completed for you based on the flight(s) chosen for the trip.



Booking Travel Arrangements

PPPL

2. Concur will identify the available rental cars based on your search criteria. Choose the appropriate car[1] that best suit your needs and are within compliance with PPPL policies.

Note: A matrix is shown with available car by rental car companies and car types[2].

- PPPL policies require travelers to use the most economical rental car class, up to intermediate/mid-size sedan. The use of a larger size car or car rental company due to personal preference is not allowed.

PICK UP: (SFO) ON SUN, JUN 14 10:00 AM
RETURN: THU, JUN 18 10:15 PM

Show as USD

Hide matrix Print / Email

All 22 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Full-size SUV
AVIS Preferred	242.44	242.44	249.39	256.08	263.86	401.61	505.70	748.42
enterprise Preferred	281.88	281.88	288.84	288.77	303.04	457.38	456.98	624.95
Hertz Preferred	283.99	284.06	290.74	305.61	318.13	462.35	--	--
Europcar Preferred	NO RATE AVAILABLE							

2

Sorted By: Policy - Most Compliant

Displaying: 3 out of 22 results.

AVIS

Economy Car - $34.00 per day (Amadeus)

Automatic transmission
Unlimited miles, Pick-up: Terminal: SFO
Adults: 2, Children: 2, Large bags: 1, Small bags: 1**
(Corporate rate)
$170.00 weekly rate

Total cost*
$242.44

1

Preferred Car Vendor for PPPL / E-Receipt Enabled

Location details

3. Concur will flag the rental car options that are not incompliance with PPPL policies. If you are choosing a car that is outside of policy, you must provide a valid business justification.

AVIS

Standard Car - $36.00 per day (Amadeus)

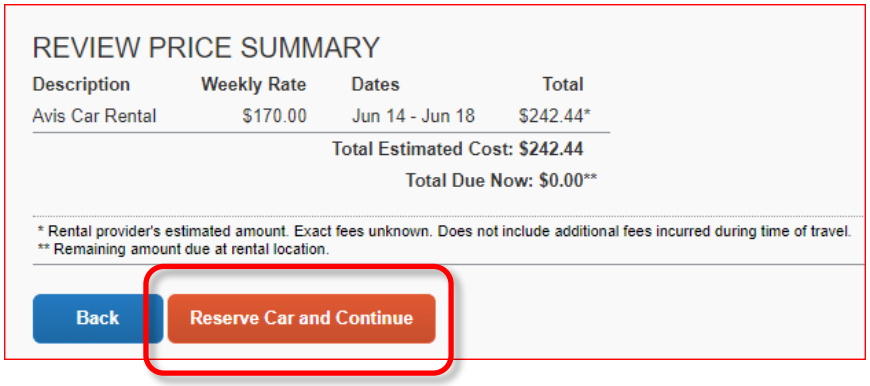
Automatic transmission
Unlimited miles, Pick-up: Terminal: SFO
Adults: 4, Large bags: 1, Small bags: 2**
(Corporate rate)
$180.00 weekly rate

Total cost*
$256.08

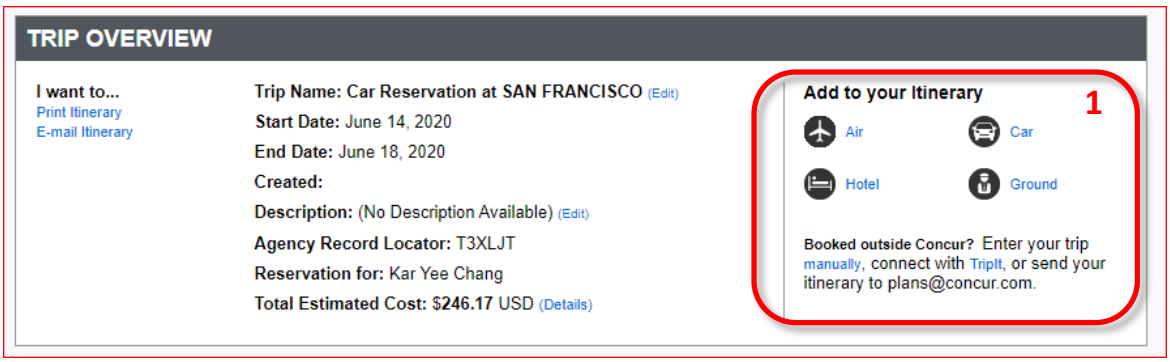
Preferred Car Vendor for PPPL / E-Receipt Enabled

Location details

4. After selecting your rental car, review the car rental reservation information, and click on the “Reserve Car and Continue” button.



5. Concur will bring you to the booking page of the next segment (hotel) if you elected to make this travel arrangement in Book Flight step 3. Follow the steps in Book Hotel. Otherwise, you will be brought to the Trip Overview page and you have the option to add additional segments (Air, hotel, or point-to-point ground transportation)[1] to this itinerary.



6. Continue to Finalize Itinerary to confirm your reservation.

Booking Travel Arrangements

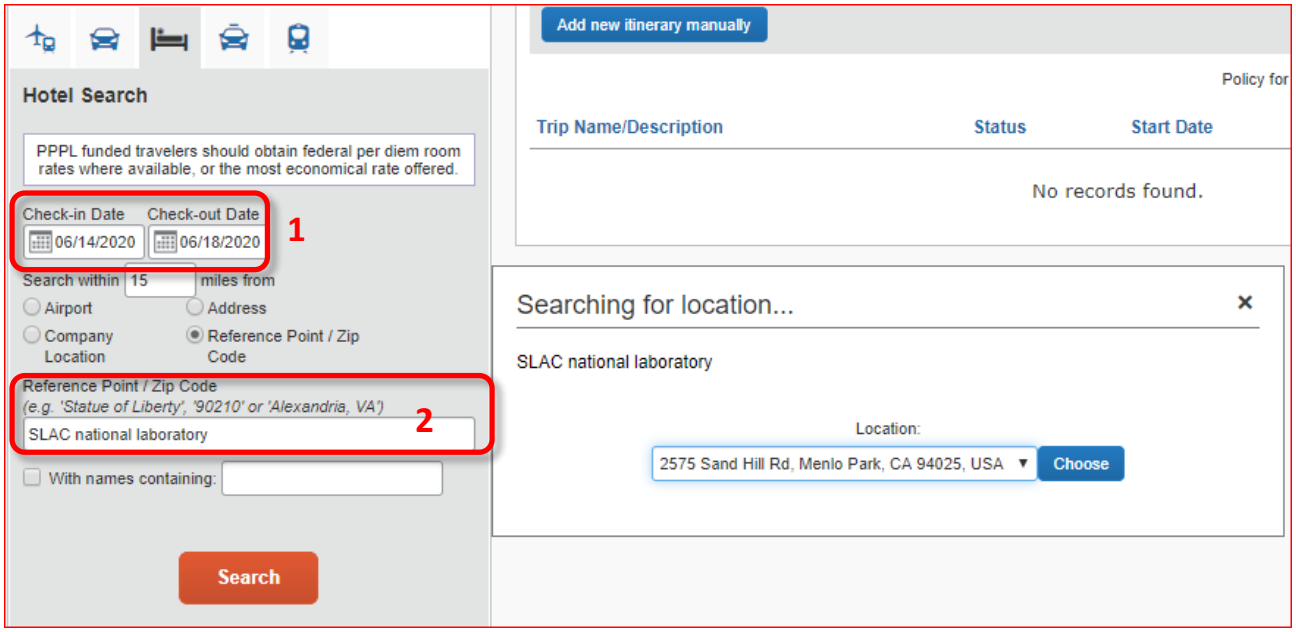
Book Hotel

1. Enter the Check-in and Check-out Date [1], and the location of your business location[2].

Note: If you continued to this step after choosing your flights, this information is partially completed for you based on the flight(s) chosen for the trip. You will modify the specific location of the hotel preference (if not staying by the airport)

Note: You can enter the address of the conference location, or the address of a specific hotel for a more precise search.

Note: You can enter the name or address of the conference location, or the name or address of a specific hotel for a more precise search.

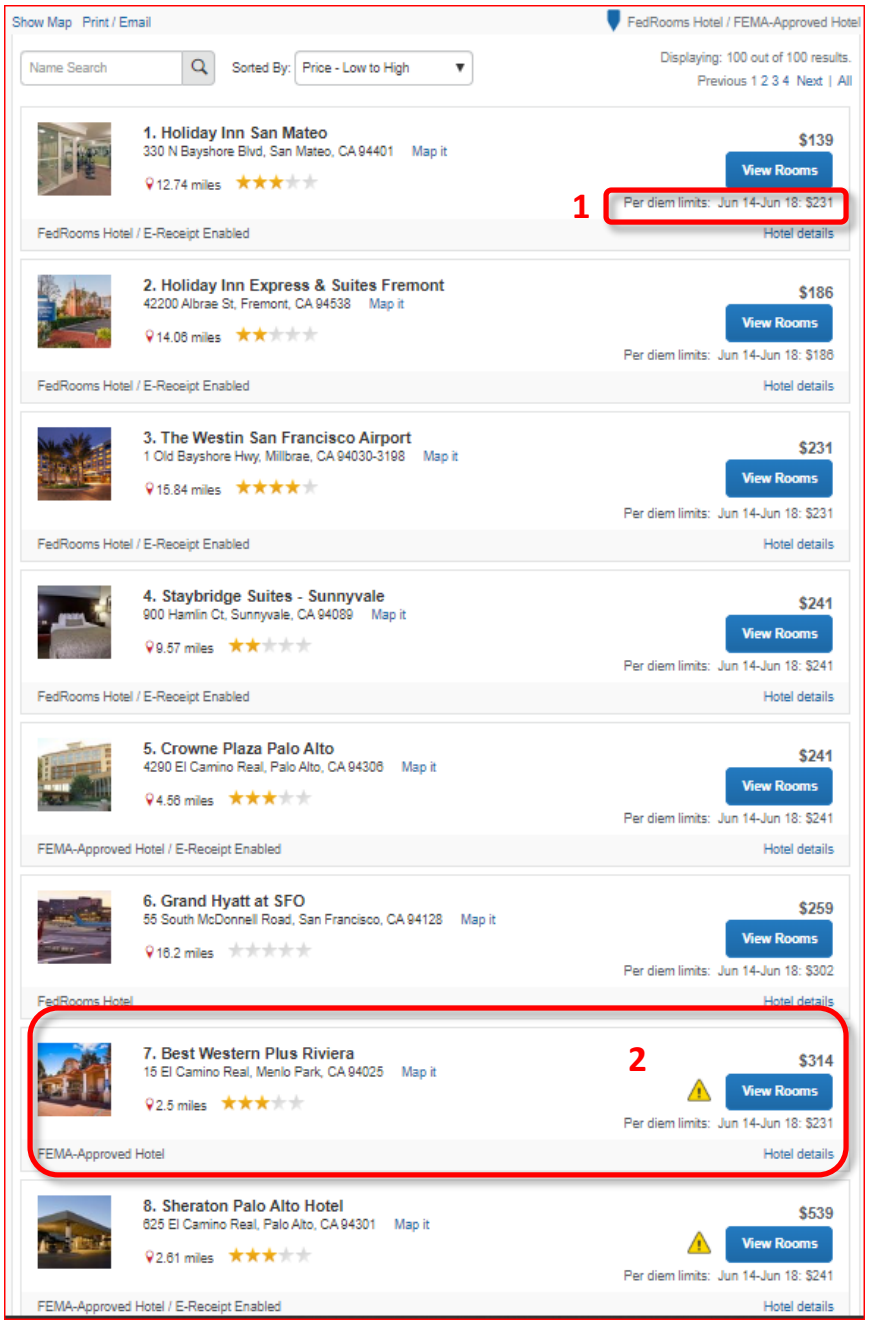


Booking Travel Arrangements

2. Concur will identify all of the available hotels within the range specified in the search criteria (15 miles radius be default). You can sort the list based on distance, price, or compliance rating.

Note: Concur provides the per diem rate of the hotel location[1].

3. Hotel rates that are over the lodging per diem rate for that location will be flagged[2]. If you choose an over per diem rate hotel, you must provide a valid business justification.

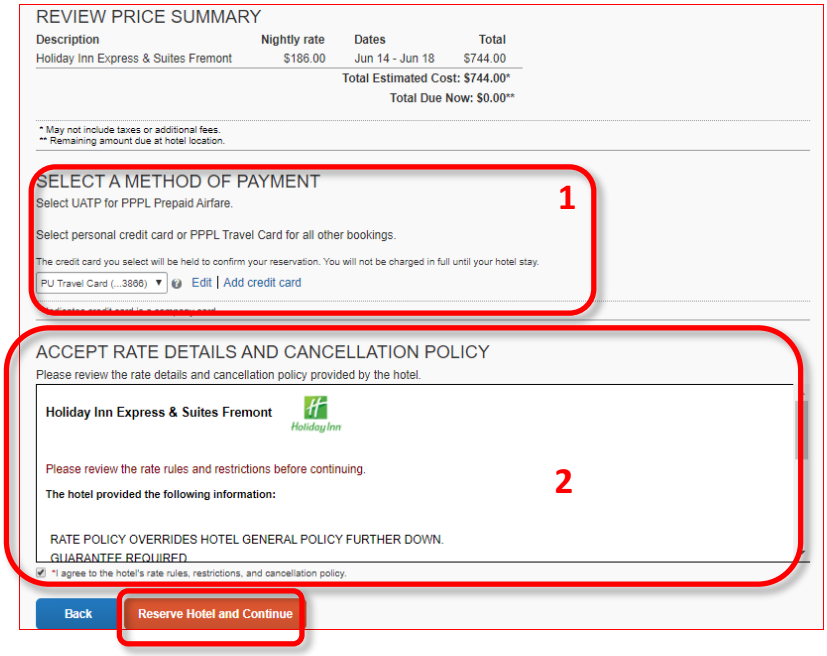


Booking Travel Arrangements

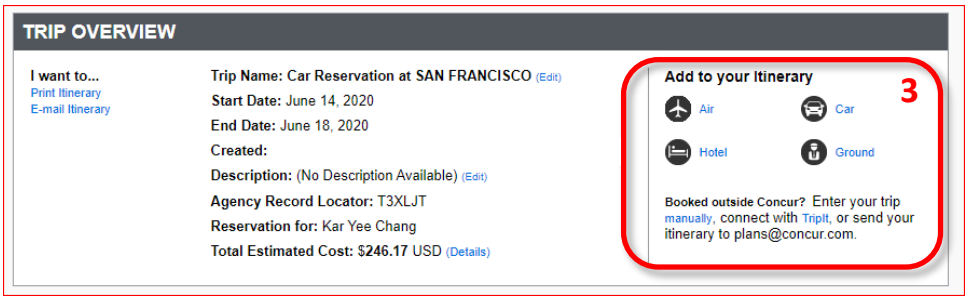
4. After selecting the hotel and the room type, review the hotel information and select a method of payment [1].

Note: Travelers must use their PPPL Travel Card or personal credit card to reserve a hotel room.

5. Review the hotel's rate and cancellation policy, check the "I agree to the hotel's rate rules, restrictions, and cancellation policy." box if you agree [2]. Click on the "Reserve Hotel and Continue" button.



6. You will be brought to the Trip Overview page and you have the option to add additional segments (Air, rental car, or point-to-point ground transportation)[3] to this itinerary.



7. Continue to Finalize Itinerary to confirm your reservation.

Booking Travel Arrangements

PPPL

Book Point-to-Point Car Service.

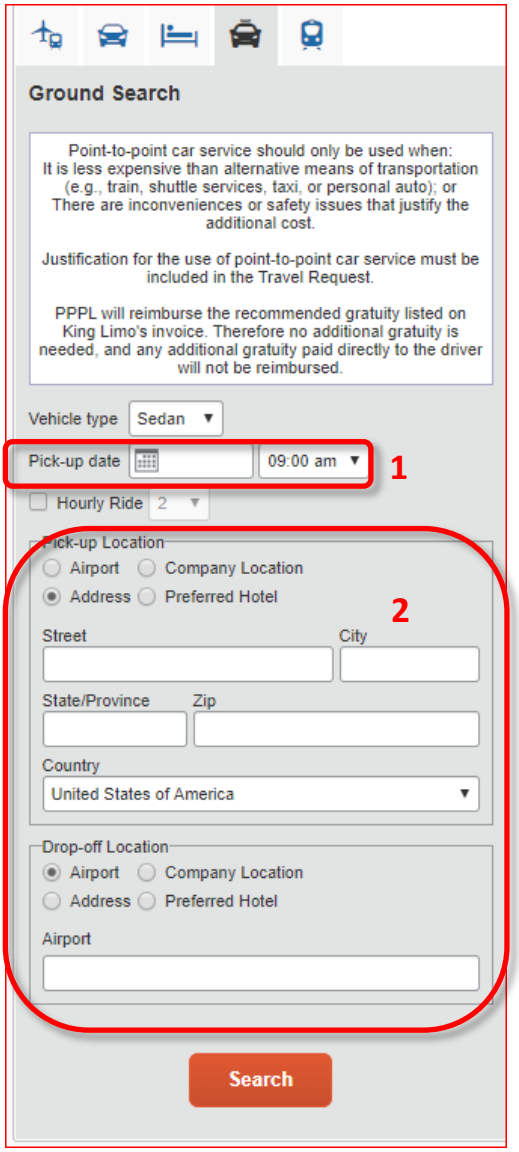
Note: PPPL policy states that point-to-point car service should only be used when:

- It is less expensive than alternative means of transportation (e.g. train, shuttle services, taxi, or personal auto); or
- There are inconveniences or safety issues that justify the additional cost.

Note: Justification for the use of point-to-point car service must be included in the Travel Request.

1. Enter the Pick-up date and time [1], and the Pick-up and Drop-Off locations [2] of the ride.

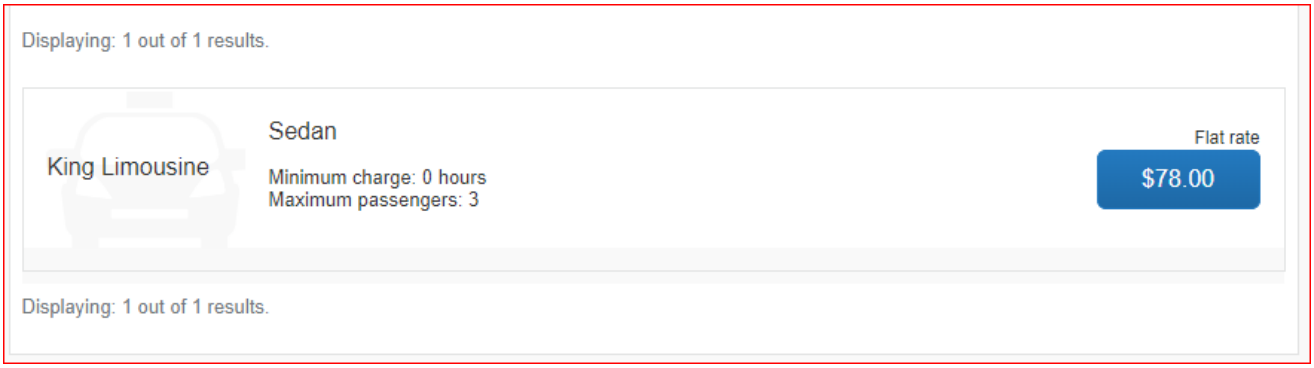
Note: If you continued to this step after choosing your flights, this information is partially completed for you based on the flight(s) chosen for the trip. You will modify the specific location(s) of the rides.



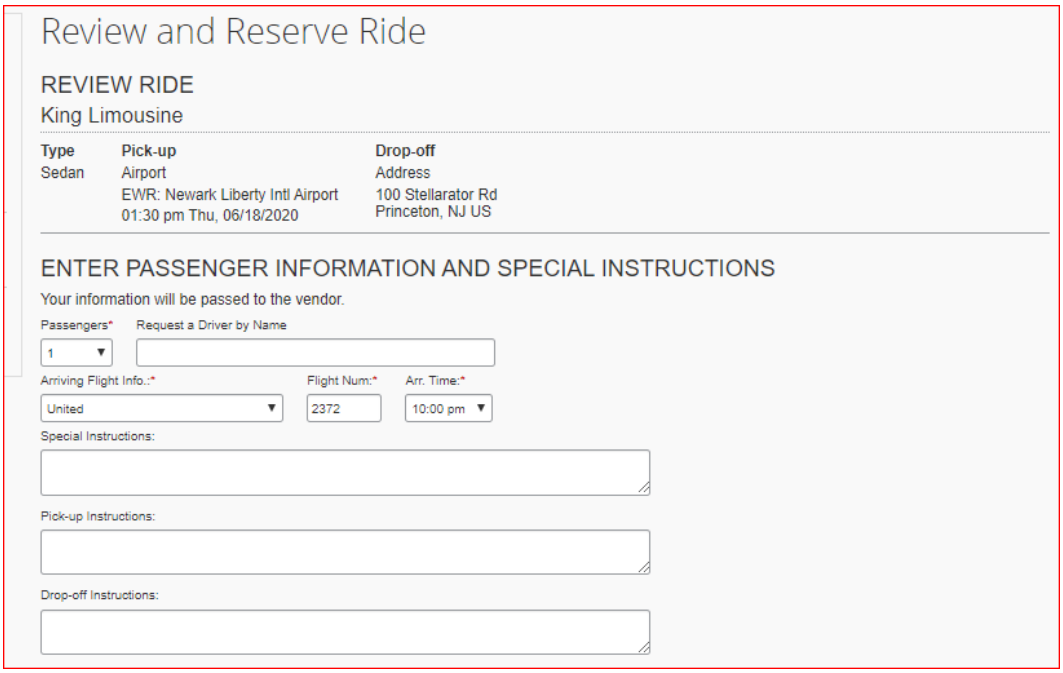
Booking Travel Arrangements

2. Concur will identify the available PPPL preferred car service company(s).

Note: PPPL will reimburse the recommended gratuity listed on the car service invoice. Therefore no additional gratuity is needed, and any additional gratuity paid directly to the driver will not be reimbursed.

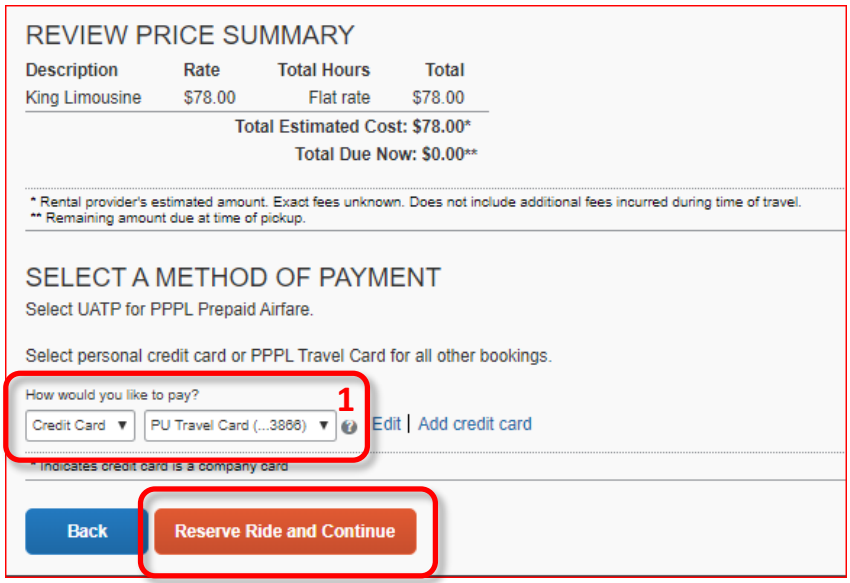


3. After selecting a ride, review the ride information and provide any specific instructions to the car service company.

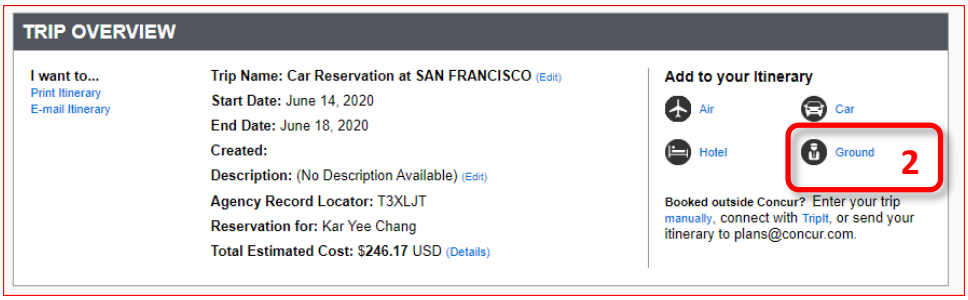


4. Select a method of payment [1] for the ride. Click on the "**Reserve Ride and Continue**" button.

Note: Travelers must use their PPPL Travel Card or personal credit card to reserve a car service. The cost will be charged to the credit card provided and will be reimbursed when an expense report is submitted after the trip.



5. Select Ground [2] to add additional rides to this itinerary (i.e. return route). Repeat steps 1-4.



6. Continue to Finalize Itinerary to confirm your reservation.

Booking Travel Arrangements

Book train (Amtrak)

1. Enter the Departure and Arrival train stations [1], Departure and Arrival Dates [2], and the estimated travel times [3] that are best suited to your schedule.

2. After entering all of the search criteria, click on the Search button.

Booking Travel Arrangements

3. Concur will identify the available trains based on your search criteria. Choose the appropriate trains that best suit your needs and are within compliance with PPPL policies.

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Shop by Fares | Shop by Schedule

Train Number Search | Sorted By: PPPL Default

Displaying: 20 out of 20 results.
Previous 1 2 Next | All

Amtrak Regional
09:03a → 11:38a Direct 2h 35m
02:00p → 04:24p Direct 2h 00m
ROUND TRIP: TRENTON TO WASHINGTON - UNION STATION
$108.00
Hide Fares

Hide all details

DEPART Sun, Jun 14 Train details

RETURN Thu, Jun 18 Train details

Fare Options	Refundable	
Coach Reserved (YE) / Coach Reserved (YE) Rules	No	$108.00
Coach Reserved Seat (YE) / Business Class Seat (JE) Rules	No	$154.00
Business Class Seat (JE) / Coach Reserved Seat (YE) Rules	No	$154.00
Business (JE) / Business (JE) Rules	Yes Fees may apply	$200.00

Amtrak

Amtrak Regional
10:45a → 01:22p Direct 2h 37m
02:00p → 04:24p Direct 2h 00m
ROUND TRIP: TRENTON TO WASHINGTON - UNION STATION
$108.00
View Fares

Show all details

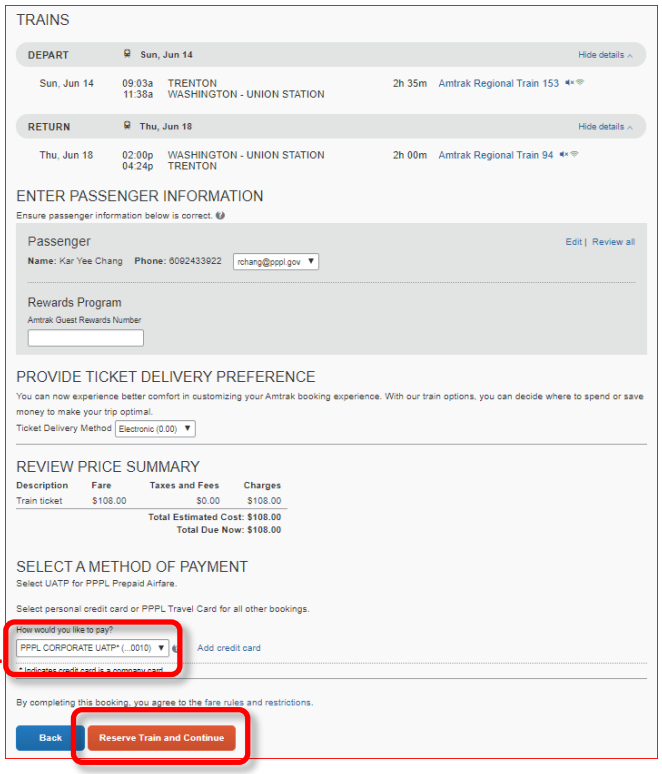
Amtrak Regional
10:00a → 12:39p Direct 2h 39m
02:00p → 04:24p Direct 2h 00m
ROUND TRIP: TRENTON TO WASHINGTON - UNION STATION
$108.00
View Fares

Show all details

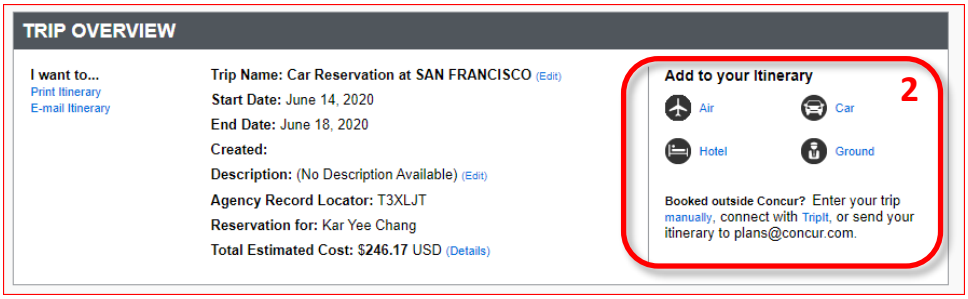
Booking Travel Arrangements

4. After selecting your train and the appropriate fare, review the train information, select and choose a method of payment. Click on the "Reserve Train and Continue" button.

Note: Choose ***PPPL CORPORATE UATP*** [1] to direct bill the train fare to PPPL. You may use your personal credit card to pay for the train fare and request reimbursement when you return from your trip. However, reimbursement is not guaranteed if the trip is cancelled.



5. You will be brought to the Trip Overview page and you have the option to add additional segments (Air, hotel, rental car, or point-to-point ground transportation)[2] to this itinerary.

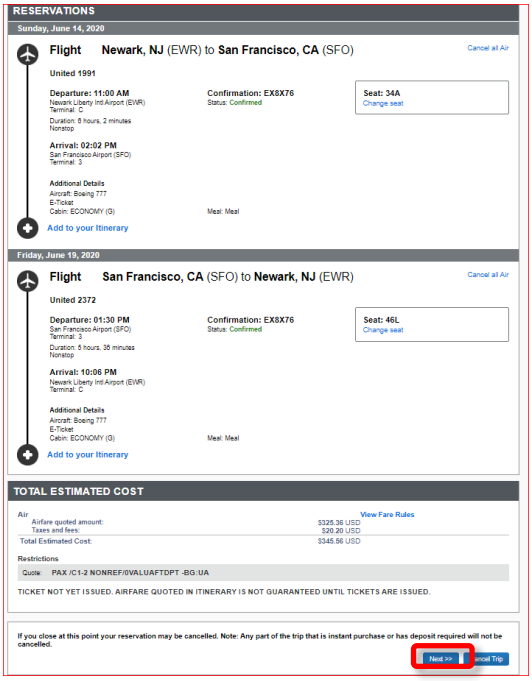


6. Continue to Finalize Itinerary to confirm your reservation.

Booking Travel Arrangements

Finalize Itinerary

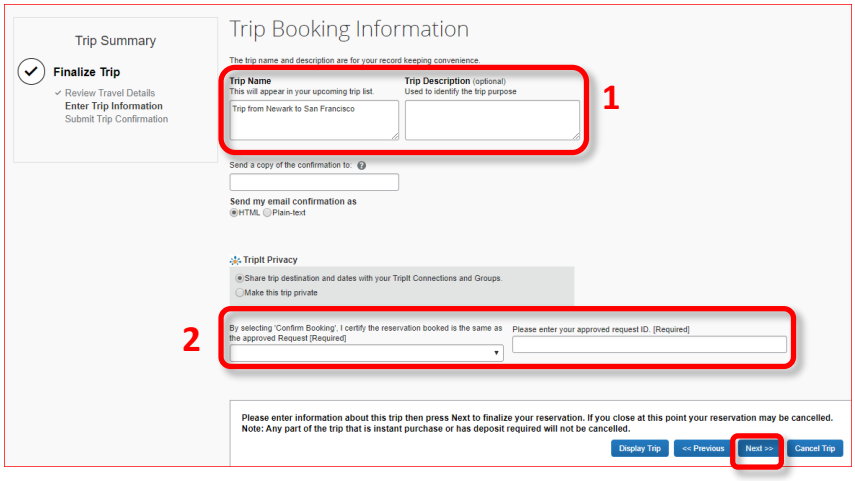
1. Review the itinerary details, and click "**Next**" on the bottom of the page.



2. Enter a Trip Name and a Trip Description to easily identify the itinerary in your Upcoming Trip List[1].

3. You must certify that the reservation booked on this itinerary is consistent with the approved travel request, and you must provide the Request ID of the approved Travel Request[2].

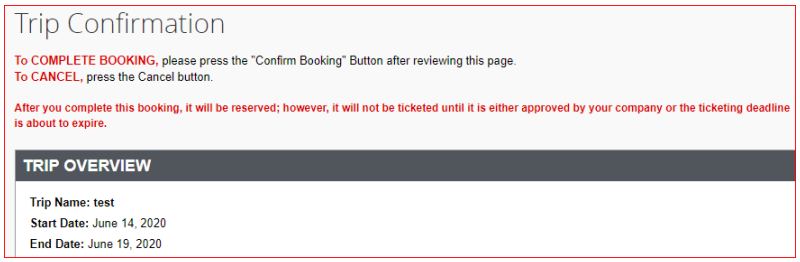
Note: PPPL policy requires that a Travel Request must be entered and approved in Concur prior to incurring any travel expenses. Making travel arrangements prior to receiving travel request approval in Concur may result in unallowable costs.

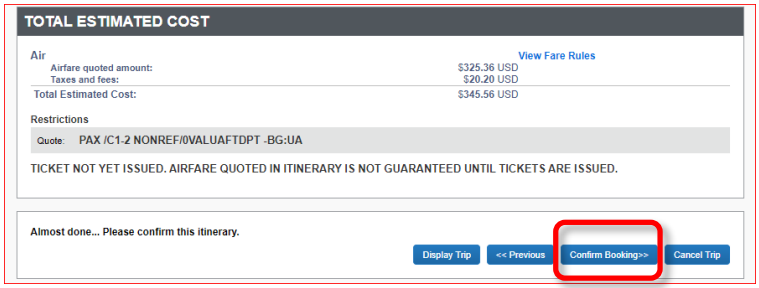
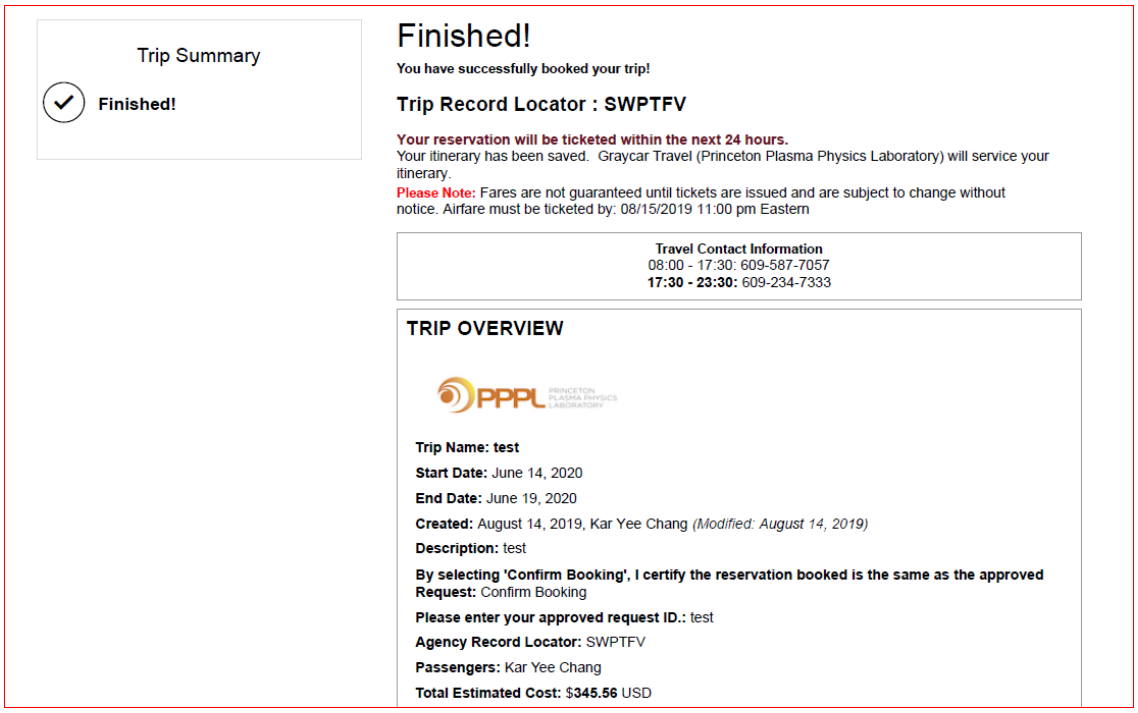


4. Click on the "**Next**" button to finalize the reservation.

Booking Travel Arrangements

5. Review the Trip Itinerary, and click the "**Confirm Booking**" button after reviewing the page.





6. Your reservation has now entered in Graycar Travel's ticketing queue, and will be issued within the next 24 hours. A Trip Record Locator is generated and you can use that as reference if you need to contact Graycar Travel.