



## Concur Travel Combined with a Rural Booking

When booking rural travel, in addition to booking in Concur Travel, it is important to have Corporate Travel Management (CTM) merge the two bookings into one itinerary. If there is a need to make changes to any portion of your booking, this will ensure that all bookings associated with your trip are changed as needed.

This can be done in Concur, without calling CTM for assistance. As you are going through the booking process in Concur Travel, you will arrive at the Trip Booking Information page. This is where you can enter the details about the rural booking in the 'Comments for the Travel Agent' box. This will ensure your booking will be reviewed by a CTM Agent, who will merge the two bookings into one itinerary.

The example below displays how to request a round trip rural flight from Fairbanks to Bettles. Note the Fairbanks to Anchorage portion was booked through Concur Travel and the Anchorage to Bettles portion will be booked by the agent. If you will need lodging and/or a rental car in the rural location, include this in the comments as well.

You are currently logged in as a test user

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### Trip Summary

**Finalize Trip**

- Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

### Trip Booking Information

Special travel agent requests may incur additional fees.

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

**Trip Name**  
This will appear in your upcoming trip list.  
Trip from Anchorage to **Bettles**

**Trip Description (optional)**  
Used to identify the trip purpose

**Comments for the Travel Agent (optional)**  
Special Requests may incur a higher service fee.  
Please add the Wright Air flights below to this Anchorage to Fairbanks booking:  
8/14/19 Fairbanks to **Bettles** departing at **9:30am**  
8/18/19 **Bettles** to Fairbanks departing at **10:05pm**

Send a copy of the confirmation to:

Send my email confirmation as  
 HTML  Plain-text

Do you want CTM to send payment for hotel? [Required]