

University of Miami Travel Portal Tip Sheet: Adding Car or Hotel to Existing Trip

Through the University of Miami's travel online booking tool, Concur, employees and students can book car rentals, airfare, hotels, and selected trains. **This tip sheet outlines how to add a car or hotel to an existing reservation.** (Note: a car and/or hotel can be reserved at the same time that an air reservation is made.)

Online Booking Tool (Concur) Technical Support

M-F 7:30AM-Midnight EST

Contact: World Travel Online Technical Support

Toll Free: 800-221-4730 (inside North America)

Reservation Assistance: 888-206-6044

Online Email help: OnlineHelp@worldtravelinc.com

World Travel Inc. Designated Agent Support

M-F 8:30AM – 8:00PM.

After-hours available for a fee.

Contact: World Travel

Toll Free: 888-206-6044 (inside North America)

Direct: 610-695-6080 (outside North America)

Email: UMiami@worldtravelinc.com

Hotel Booking Tips:

- By adding a car or hotel to an existing air reservation, the booking will all fall within one itinerary.

Step 1: Log in to the Travel Portal at <https://travel.miami.edu/travel-portal/book-travel-online/index.html>, scroll down to the **Book Travel Online** section, and click on **Concur Access**.

Book Travel Online via the Travel Portal

Book Travel
Online

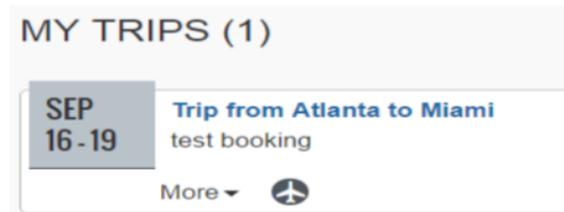
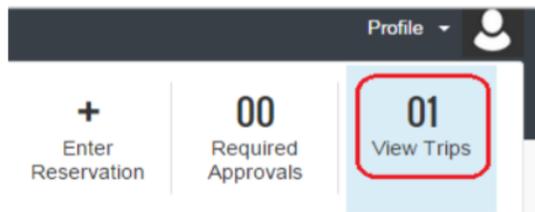
Book with a
Live Agent

The University of Miami Travel Portal houses a self-booking tool for air, hotel, and rental car rentals. Our travel program aims to ensure the safety of faculty, staff, and students while they travel; deliver exceptional travel-related services; streamline the expense reporting process; and reduce travel costs.



BOOK TRAVEL ONLINE

Step 2: Go into your existing trip from your Travel Portal home page. Located the top right-hand side, you will now see View Trips. This will indicate the number of Trips you currently have booked. You can click on the **View Trips** or go to the **My Trips** section (located towards the middle of the home page). This will take you to the **Trip Overview page** where you can then book your required car or hotel. (Note: if you are a travel assistant, see Step 2 (b) below before completing this step.)



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Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)
[Open in Outlook](#)
[View Trip History](#)
[Create Template](#)
[Clone Trip](#)
[Share Trip](#)
[Cancel Entire Trip](#)

Trip Name: Trip from Atlanta to Miami ([Edit](#))
Start Date: September 16, 2016
End Date: September 19, 2016
Created: June 29, 2016, William Never (*Modified: June 29, 2016*)
Description: test booking ([Edit](#))
Agency Record Locator: MCVKND
Passengers: William Never
Total Estimated Cost: \$174.20 USD ([Details](#))

Add to your Itinerary
[Car](#) [Hotel](#)
[Parking](#) [Wi-Fi](#)

Booked outside Concur? Enter your trip manually, connect with [TripIt](#), or send your itinerary to plans@concur.com.

Step 2 (b) if travel assistant booking for employee or student: Click on your profile, located on the top right corner, and select the employee's or student's existing reservation you want to add to. (Note: the employee or student should have previously given you the rights as their travel assistant. Once the traveler is selected, continue with Step 2 above.)

Step 3: Choose the destination you require for the car or hotel portion of your trip, and select **Search**.

TRIP OVERVIEW

Trip leg selection

Add reservation to
Miami, FL (MIA) (Sep 16) ▼

[Search](#) [Cancel](#)

Add to your Itinerary
[Car](#) [Hotel](#)
[Parking](#) [Wi-Fi](#)

Booked outside Concur? Enter your trip manually, connect with [TripIt](#), or send your itinerary to plans@concur.com.

Step 4: Follow the usual instructions for booking a car or hotel until you reach the **Finished** page.