How to Book a Car Rental on Concur

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 book a car rental. If you are also booking airfare, it is strongly recommended to book under the same itinerary to keep your trip needs together.

Car Rental Booking Tips:

- Booking a national rental with National/Enterprise on Concur will include insurance. If you choose to book a different company, or will be on an international trip, please purchase your insurance directly through the car rental company after you book on Concur.
- Payment for car rentals is not coordinated through World Travel Inc. or Concur. Your final invoice will need to be collected through the car rental company directly.
- Most car rental companies require the credit card used for payment to be under the traveler’s name.
- Please contact the car rental company of your choice directly to inquire about age restrictions when booking for business. With the University’s current Enterprise/National contract, drivers 18-25 can rent a car without an underage fee; however, drivers 18-25 must show proof that the rental is for a business reason upon check-in.
- If you would like to request a particular type of car or model, please contact the car rental company directly after completing the initial booking on Concur.

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 Book Travel Online.
**University of Miami Travel Portal Tip Sheet: How to Book a Car Rental on Concur**

**Step 2:** Under the Trip Search section, on the left side of the screen, choose whether you are booking leisure travel, an employee booking business, or a student booking business. (Note: if you are a travel assistant, see Step 2 (b) below before completing this step.)

- **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.)
University of Miami Travel Portal Tip Sheet: How to Book a Car Rental on Concur

**Step 3:** Select if you are booking for yourself (or as the traveler you are booking as), or if you are booking for a guest.

**Step 4:** Select the car image to continue with a car only reservation.

**Step 5:** Complete the Car Search information.

1. Select the **pick-up** and **drop-off** dates and times.
2. Select the airport terminal that you would like the car rental to be picked-up at. If you would like to search an **off-airport** location, you will need to select the input an area of pick-up and select the specific company you would like to book from before you can see prices.
3. Select **return car to another location** if you drop-off will be different than your pick-up.
4. **More search options** will further filter your car rental choices.
5. Click **Search**.
Step 6: Select your car rental.

- This page allows you to further narrow your car rental searches through the matrix.

- Search results will default to search by most policy compliant, which is Enterprise/National car rental.
- Select the price, displayed on the right of your desired car type and company, to proceed with your reservation.
Step 7: Review and Reserve Car Rental.

1. Review Your Reservation
   - This section will display the type of car selected, pick-up location, and drop-off location information you selected. Please review and ensure all information is accurate.

2. Provide Rental Car Preferences
   - In this section, you can insert a 30-character comment about any additional needs. You can also choose to call the car rental company after booking to request or leave additional notes.
   - You can select if you would like to reserve in-car GPS system.

3. Enter Driver Information
   - This section will allow you to review and/or edit the driver name and email. This section only works for "guest" booking. If you are booking for yourself or for a profiled employee/student, guest information can only be changed via their profile.
   - You can also add or select a car rental program.

4. Review Price Summary
   - Displayed in this section is rental cost which “may not include all taxes and fees.” Be sure to provide your car rental company a tax exception card when you pay with a University credit card.
   - Click Reserve Car and Continue.

Step 8: Review Car Rental Details and Add Hotel Segment (if applicable).
Click **Next** to continue.

**Step 8:** Name your trip.

- Please provide a **Trip Name**, **Trip Description**, and **Business Purpose**.
- Click **Next**.

**Step 8:** Confirm Booking.

- After reviewing that all the information is correct, please click **Confirm Booking**.
Changing a Car Rental Reservation:

Need to change your car rental reservation after it is booked? You can change pick-up time and/or dates, directly on Concur:

- Visit your Concur home screen. If a Travel assistant, please make sure to act as the traveler whose reservation you are trying to change.
- Click on the reservation you need to change.
- Click on the reservation you need to change and click **change**.

*Name or location changes can only be done with the assistance of a Travel agent.*