## 10 HELPFUL HINTS FOR USING SAP CONCUR

Customize your profile to include all travel preferences, membership numbers, and TSA information including your known traveler number.

When searching for airline schedules but find the flights you know exist, try expanding your time frame/search window.

The flight display page can be manipulated by using the matrix. Reduce the results by clicking on a particular airline or number of stops.

Search for airfare based on fare or schedule. Regardless, you will always be presented

You can always add a car and hotel to an existing booking, so feel free to book your airfare first to get the best possible price and seat assignment. Then add car and hotel reservations later.

Your profile settings will typically determine what seat you are automatically assigned, but you can view the seat map to see other available seats. Your profile will also transmit your status to the airline.

Do you go to the same destination on the same flights on a regular basis? Save time by building a template to use each time you take this trip.