



Objective

The purpose of this document is to guide Concur users through the process of documenting travel booked prior to April 1 that occurs on or after April 1, to assist with the transition to Christopherson Business Travel (CBT).

Travel booked through Altour that occurs on or after April 1 will not be visible in Concur after the transition. After April 1, if you need to cancel or change a reservation that was booked with Altour, contact the hotel, airline, or rental car agency directly.

Save and access your trip itinerary

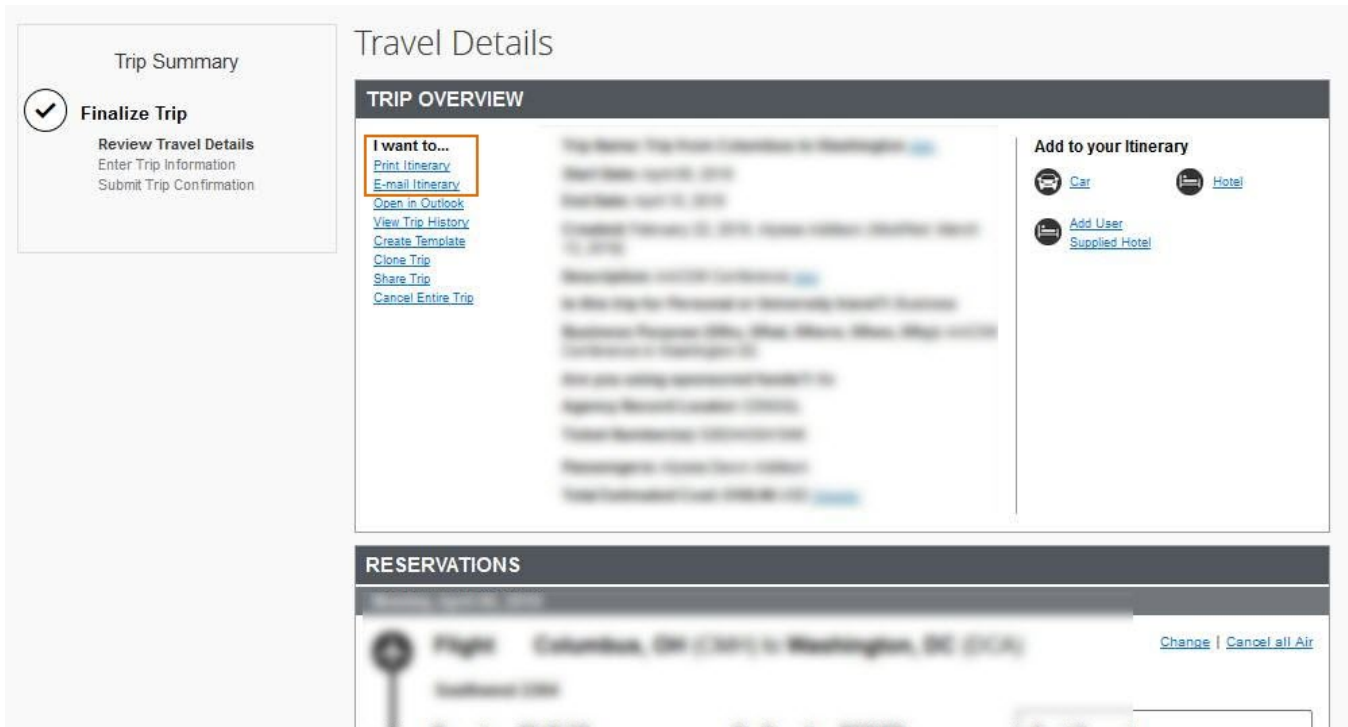
1. Log in to [Concur](#) with your OHIO ID and password.
2. Access your future travel in the Trips section in the middle of the screen, below company notes.

The screenshot displays the Concur user interface. On the left is the 'TRIP SEARCH' section with a 'Fly OHIO!' advertisement and search filters. The top right shows 'ALERTS' with a notification about e-receipts. Below that is the 'COMPANY NOTES' section containing a 'Concur Service Availability' notice. The 'TRIPS (1)' section is highlighted with an orange border and shows a single trip entry for 'APR 08-10' with a 'More' dropdown menu. A 'Read more' link is visible to the right of the trip entry.

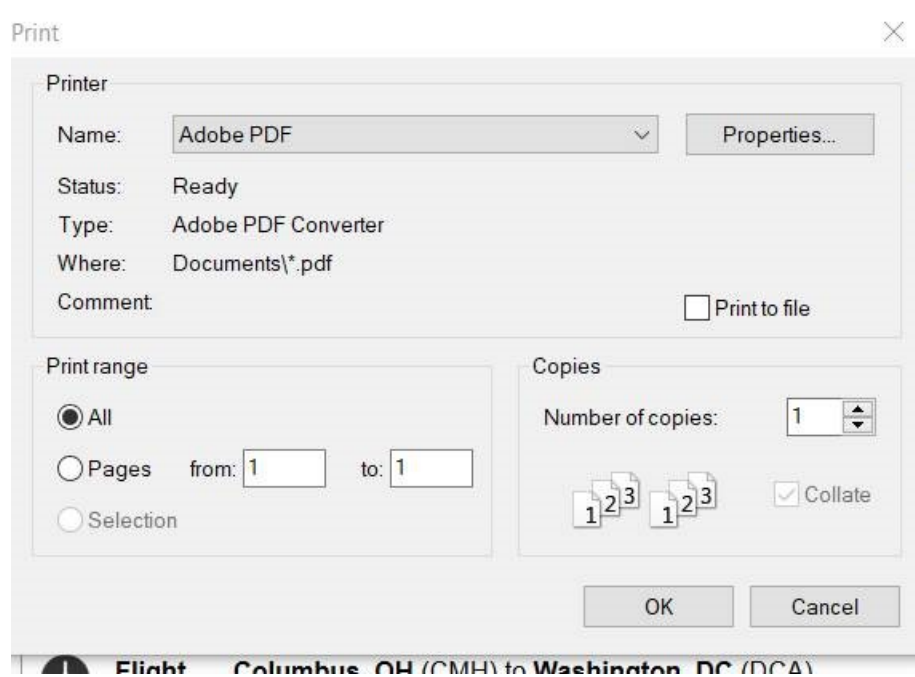
3. Click the trip you would like to document.

Access Travel Itineraries in Concur

4. On the Travel details page, you can either click Print Itinerary or E-mail Itinerary.



5. If you click print itinerary, you can print a hard copy or print to PDF by changing the printer to "Adobe PDF". This will save a PDF of your travel itinerary.



6. **E-mail Itinerary** will allow you to email yourself or someone else a copy.