Concur Itinerary: New Look and Feel

The look and feel of the entire itinerary has slightly changed to promote ease of use.

Trip Library
The trip library is available at Travel > Trip Library. The search mechanism remains the same. The view is slightly different:

1. Click the trip name (link) to view the itinerary.
2. The trip description will remain visible, if one has been added.
3. You have two options in the Actions column – either to cancel the trip or Expense the trip.

NOTE: The actions that existed previously (e.g., clone trip, email itinerary, etc.) are still available, but they have moved to the top of the itinerary page.

Trip List
These same changes appear in the trip list on the My Concur or the Travel home page. Just like the Trip Library:

- You can click the trip name (link) to view the itinerary.
- The trip description will remain visible, if one has been added.
- You have two options in the Actions column – either to cancel the trip or Expense the trip.

NOTE: The actions that existed previously are still available, but they have moved to the top of the itinerary page.
**Itinerary**

Using either the Trip Library or the Trip List, when you click a trip name (link), the itinerary appears. The first section is the **Trip Overview**:  
- On the left side is a list of **I want to** options.  
- In the center is the basic trip information.  
- On the right side is the **Add to your itinerary** section, which includes a set of easy-to-read icons where you can click to add air, car, hotel, rail. The icons that appear are based on the features that have been enabled for University of Michigan.

### Trip Overview

| I want to ... | Trip Name: Trip from Seattle to Los Angeles  
|              | (Edit)  
|              | Start Date: Nov 18, 2013  
|              | End Date: Nov 21, 2013  
|              | Created: May 8, 2013, Anthony LEE (Modified: May 8, 2013)  
|              | Description: (No Description Available)  
|              | Comments to Agent: DEMO TEST TRIP. DO NOT BOOK. DO NOT CANCEL UNTIL AFTER May 8 1PM  
|              | Agency Record Locator: NWQ75W  
|              | Passengers: Anthony Lee  
|              | Total Estimated Cost: $717.80 USD  

### Add to your itinerary

- **Car**
- **Hotel**
- **Parking**
- **Limo**
- **Add User Supplied Hotel**
- **Taxi**
- **Wi-Fi**

**Reservation**

**Monday Nov 18, 2013**

**Flight**  
**Seattle, WA (SEA) to Los Angeles, CA (LAX)**

**Delta 7669**  
OPERATED BY ALASKA AIRLINES AS 452
**Departure:** 10:26 AM  
**Seat:** 20C of [Change Seat]  
Seattle Tacoma Intl Apt (SEA)  
Duration: 2 hours 35 minutes  
Nonstop

**Arrival:** 1:00 PM  
Los Angeles Intl (LAX)  
Terminal: 6

**Additional Details**  
Aircraft: Boeing 737  
Emissions: 369.2 lbs CO₂  
Cabin: COACH (L)

- Distance: 954 miles  
- E-Ticket  
- Meal: Food for purchase

Plan ahead and reserve your airport parking with Park 'N Fly. [See Parking Options]

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**Millennium Biltmore Hotel**

506 S Grand Ave  
Los Angeles, California, 90071  
213-624-1011

**Checking In:** Mon Nov 18  
15:00  
Room: 1, Days: 3, Guests: 1

**Checking Out:** Thu Nov 21  
12:00

**Confirmation:** 11535SEB035687 $MU$  
Status: Confirmed  
Rate Code: R2GVS

**Additional Information**  
Daily rate: $125.00 USD  
Special Instructions: Non-smoking

**Cancellation Policy**  
Cancellation Fees may apply  
Cxl By 1400 Hotel Time On 17Nov13-Fee 1 Night- Cxl 1 Day Prior To Day Of Arrival- To Avoid 1 Night Charge

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**Thursday Nov 21, 2013**

**Flight**  
Los Angeles, CA (LAX) to Seattle, WA (SEA)

**Delta 4624**  
Operated by Skywest DBA Delta Connection
Departure: 3:20 PM
Seat: 09B  Change Seat
Los Angeles Intl (LAX)
Terminal: 5
Duration: 2 hours 45 minutes
Nonstop

Arrival: 6:05 PM
Seattle Tacoma Intl Apt (SEA)

Additional Details
Aircraft: Canadair 900
Emissions: 369.2 lbs CO2
Cabin: COACH (H)
Distance: 954 miles
E-Ticket
Meal: Refreshments for Purchase

Gogo Wi-Fi is available on some of your flights:
☑ Gogo All-Day Pass $14.00 (Retail price ranges up to $24.00)

Choose a credit card:
Please choose a credit card. ▼

Purchase Gogo Wi-Fi

For more information about Gogo Wi-Fi:
Gogo Terms of Service
Gogo Privacy Policy
Gogo Customer Support

Total Estimated Cost

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Online Check-in
Delta Check-in
You can check-in online up to 24 hours before your flight. You may print your boarding pass at your home or office to avoid ticket counters and lines and go right to security. Click the Check-in button to find out more.

Confirmation: F8DLXH