

Travel Expense and Policy Cheat Sheet: Top 10 Concur Tips and Tricks

Create your Concur profile *before* you book

While you may be eager to get your flights booked for your first trip, time spent entering your profile information now will save you substantial time later for repeated bookings.

Update your frequent traveler programs

Concur will store all of your frequent traveler program information for key travel vendors to ensure you gain points and receive important status benefits during travel.

Add a travel arranger to your account

If you have an arranger or assistant that supports your travel, add them to your Concur profile so that they may manage travel on your behalf. Click “Add an Assistant” in your profile.

Use Concur to research fares at no cost

If you ever want to search for air, rail, hotel or rental car pricing, you can always use Concur to check competitive rates for all forms of travel (at no cost to you).

Search filters are your friend

Concur has an array of filters, such as changing the time window and hiding propeller planes, to improve your search results. Search by Schedule and expand your time window.

Profile Tips

Booking Tips

Other Tips

Use JH discounts for Enterprise & National

Take advantage of industry-leading car rental rates through Johns Hopkins’ negotiated discounts, which are available only on Concur or through World Travel, Inc..

Find a lower rate online? Send it to WTI!

If at any point you find a lower rate outside of Concur, take a screenshot of your reservation and ask WTI to match the rate if it is lower than Concur (all things equal).

Register your mobile device

The Concur mobile app, which is available for iPhone, Android and BlackBerry, allows you to book trips on-the-go. Sign up for Triplt to consolidate your travel itineraries.

Create a travel template for recurring trips

Fly the same route on a recurring basis? Create a trip template in Concur to replicate itineraries with the click of a button. Just visit “Templates” on the home screen toolbar.

Clone an existing itinerary

If you would like to create an exact copy of trip, use the travel tools to create a clone of the itinerary for expedited booking. Or, you can invite a colleague to replicate your itinerary for a trip you are taking together.