Getting Started
- Access Concur at princeton.edu/concur
- Log in using your NetID and password

Your Concur profile must be completely set up prior to booking travel. Refer to the Profile Setup Guide for more information.

Make a travel reservation

Build a Complete Itinerary
- On the Air/Rail tab, select Round Trip, One Way, or Multi-Segment.
- Enter your Departure City and Arrival City.
- Use the Departure and Arrival fields and drop-down menus to adjust your desired travel dates and times.
- To add a rental car to your itinerary, select Pick-up/Drop-off car at airport.
- To add a hotel to your itinerary, select Find a Hotel.
- Click Search.

Selecting your flight
- Click Show fares to review flight information and select your seats using the icon.
- Click Reserve.

Selecting your rental car
- Select the appropriate rental car and click Reserve.

Selecting your hotel
- Click Choose Room to view rates and details about the room.
- Make your room selection and click Reserve.
- Click Continue.

Selecting the hotel
- Click the hotel to view and select it.

Add to or Change an Existing Itinerary
- Click Travel > Upcoming Trips and select the trip you would like to edit.
- Use the Trip Overview page to add a flight, car, hotel, or limo to your itinerary or to change your car or hotel reservation.

Cancel a Reservation
- Click Travel > Upcoming Trips.
- Click on the trip to be canceled and choose Cancel Trip from the list of Trip Actions.

For further assistance:
- Contact the Financial Service Center if you require assistance with Concur, Finance and Treasury policy or procedure, or with your University credit card. Call (609) 258-3080 (ext. 8-3080) or email finance@princeton.edu.
- Contact Carlson Wagonlit Travel for questions specific to travel. Call (866) 640-3294 (toll-free, 24/7/365 after-hours assistance) or (314) 513-0801 (outside the US, collect calls accepted) or email princeton.us@contactcwt.com.
- Contact Bank of America customer service if you require assistance with your travel & expense credit card outside of University business hours (lost/stolen cards, fraudulent activity). Call (888) 449-2273 (within the US) or (509) 353-6656 (outside the US).