

CONCUR TRAVEL – SAP Concur Online Booking Tool Instructions

Dear Fellow:

As part of your AFPI employment for the Science & Technology Policy Fellowships, AAAS has made the travel program, **Concur Travel** the online booking tool from American Express Business Travel, available for AFPI employees.

All fellows who travel need to complete a profile in the Concur Travel system. The profile will be used for both online and phone reservations. A profile must be created prior to calling American Express Business Travel or booking online.

How to complete account set up:

1. AFPI has set you up in the system.
2. You need to go to the SAP Concur Travel site where you will fill out the remainder of your profile. All mandatory boxes are marked with the word **“Required.”**

Note: To ensure frequent traveler credit, make certain that the name on the account with all vendors matches the name in your profile. Please contact the vendors directly to make any necessary corrections.

3. You will access the Concur site at:
<https://www.concursolutions.com/Default.asp>. Be sure to save this link as a favorite!
4. **Always have your AFPI/STPF account code available when making travel arrangements. Account codes can entered as all numeric and only one separating hyphen. *Listed on page 2***
(Examples: 1234567890-7300 or 6290000000-7300).



Training

To help acquaint you with Concur, below is link to the URL that offers several self-paced tutorials that can be accessed at your convenience:

<http://www.concurtraining.com/toolkit/standard/en/travel/end-user>

Additional Support

American Express travel counselors are available 24/7 at 1-669-272-1434.

- Prompt 1 - Navigation support
- Prompt 2 - Assistance with reservations already made online
- Prompt 3 - To make a reservation over the phone with an agent

Access to this system is a courtesy offered to fellows to assist with off setting the costs of fellowship travel. Should you have any questions, please contact the [STPF Finance team](#).

AFPI Account Codes

Agency	Agency Code (Accounting Unit)	Domestic Travel Code (Expense Code)	International Travel Code (Expense Code)
AAAS Legislative	5832105000	7301	7306
AI Cohort	5833675524	7301	7306
AI Cohort (KW)	5833685524	7301	7306
Botanic Garden	5833395524	7301	7306
ClimateWorks	5833355524	7301	7306
EPA - EPM (KR and ET)	5833265524	7301	7306
EPA - S&T	5833295524	7301	7306
FHWA	5833475524	7301	7306
FJC	5833345524	7301	7306
FWS (AK)	5833615524	7301	7306
FWS (LS)	5833695524	7301	7306
MCC	5833315524	7301	7306
NASA ASP	5833415524	7301	7306
NIJ	5833305524	7301	7306
NIST	5833385524	7301	7306
NSF	5833405524	7301	7306
OSTP	5833345524	7301	7306
USDA/ARS	5833595524	7301	7306
USDA/FAS	5833605524	7301	7306
USDA/OCS	5833365524	7301	7306
Veterans Affairs	5833325524	7301	7306

