

CONCUR TRAVEL - SAP Concur Online Booking Tool Instructions

Dear Finalist:

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

All finalists 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. AAAS/STPF 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 should be entered as all numeric and only one separating hyphen.**

CODE: **Domestic: 5833205603-7301**
 International: 5833205603-7306

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 finalists to assist with off-setting the costs of interview travel. Should you have any questions, please contact the [STPF Finance team](#).