

Concur Train Travel Quick Start Guide

Getting Started: Accessing Concur Expense & Travel

IEEE Volunteers: Visit [IEEE’s NextGen Expense Reimbursement \(Concur\) & Travel](#) information page

IEEE Employees: Can access Concur from anywhere on [InsideIEEE](#) by selecting ‘Quick Links’ at the top of any page, then selecting the "NextGen Expense Reimbursement ([Concur](#)) & Travel" link

Review and Complete Profile Settings

Before you use Concur Travel for the first time, you will need to complete your Travel profile. Even if you don’t make any changes, you must save your profile before you can book a trip in Concur Travel. Refer to the following Concur Travel Quick Start Guide to learn more:

[IEEE Volunteers QRG](#)

[IEEE Employees QRG](#)

Once your profile information is entered and saved, it will be electronically routed to IEEE’s corporate travel agency of record, World Travel, Inc.

You are now ready to begin your train travel search.

Begin a Train Travel Search

1. Select “Travel” at the top left to exit the Profile page.
2. Click the Train icon at the top of the page.
3. Click to Select a trip search type:
 - Round Trip
 - One Way
 - Multi-City
4. Enter the ‘From’ and ‘To’ details using the city name or train station name.
5. Click the calendar in the ‘Depart’ and ‘Return’ fields to select dates.
6. Select a portion of day or a specific hour in the ‘Time’ drop-down boxes.
7. Set a ‘Search by’ preference of ‘Price’ or ‘Schedule.’
8. Click Search.

Note: If your Travel Profile was not completed, a notification window will appear after selecting ‘Search’ to advise that your profile must be completed before the system will allow you to continue.

Select Your Train Travel Segments

Search Results will appear on the next screen, based on your selected parameters.

1. Select the 'Shop by Fares' or 'Shop by Schedule' tab above the list (click the alternate button to switch between views.) The 'Show matrix' button will show segments grouped by trainline.
2. Use the 'Train Number Search' or the 'Sorted by' arrow, if desired, to refine the options list.

The screenshot shows the main search interface for a train reservation. At the top, there are navigation tabs: Travel, Arrangers, Trip Library, Templates, and Tools. The main heading is "NEW YORK - MOYNIHAN TRAIN HALL TO WASHINGTON - UNION STATION" with dates "TUE, NOV 1 - FRI, NOV 4". A "Show as" dropdown is set to "USD". On the left, a "TRIP SUMMARY" sidebar shows "Train Reservation" (with a red box and number 1) and "Finalize Trip". In the main area, there are buttons for "Show matrix" (with a red box) and "Print / Email". Below these are two tabs: "Shop by Fares" and "Shop by Schedule". At the bottom, there is a "Train Number Search" input field (with a red box and number 2) and a "Sorted By" dropdown menu set to "Price - Low to High" (with a red box). The bottom right shows "Displaying: 132 out of 132 results." and a "LIVE HELP online" button.

3. Make changes to your search in the left panel search box or by using the blue toggle slides.
4. Use Train Station Filters to select depart and return stations separately when options exist.

The "Change Train Search" panel (labeled with a red 3) contains the following fields: "From" (Washington - Union Station, DC), "To" (New York - Moynihan Train Hall, United States of Am), "Depart" (10/31/2022, 09:00 am), "Return" (11/03/2022, 03:00 pm), and "Search by" (Price). A "Search" button is at the bottom.

The "Depart - Tue, Nov 1" panel (labeled with a red 3) shows a time range slider for departure from 06:00 A to 11:35 A. The "Return - Fri, Nov 4" panel shows a time range slider for arrival from 12:05 P to 05:05 P. Below these is a "Price" panel with a slider ranging from \$276.00 to \$907.00.

The "Train Station Filters" panel (labeled with a red 4) includes a "Number of Stops" dropdown set to "Select". It lists "Depart" and "Arrival" stations with checkboxes and prices: "New York - Moynihan Train Hall (\$276.00)" and "Washington - Union Station (\$276.00)".

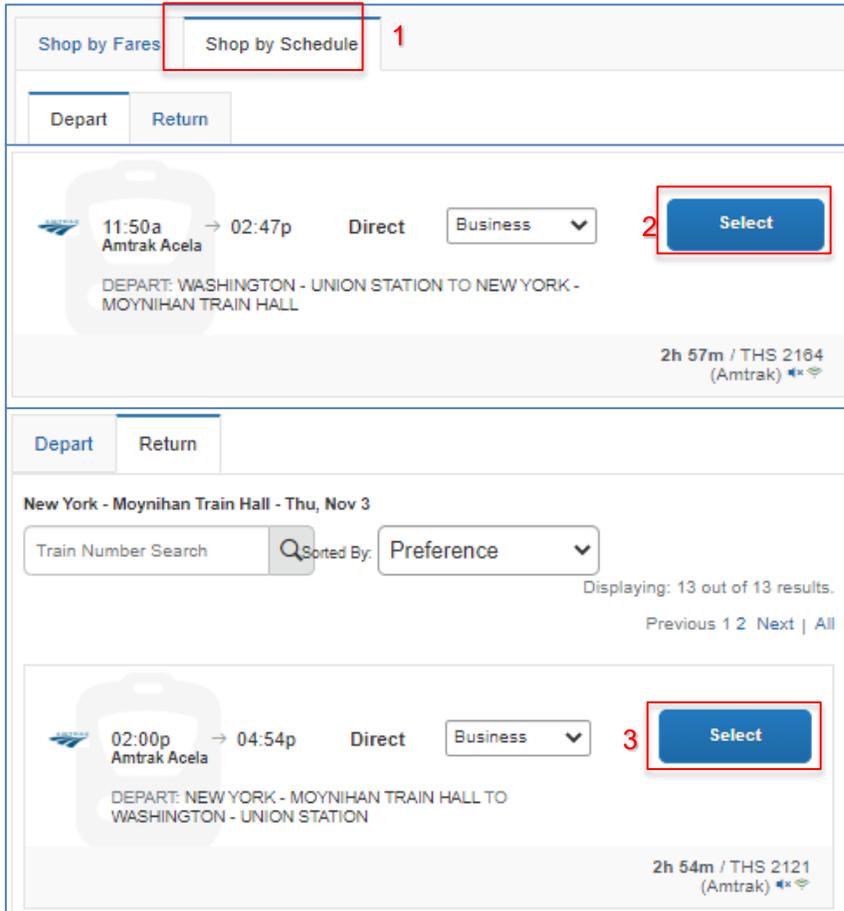
Shop By Fares: (*'by Schedule' is below*)

1. Click a 'View Fares' button to reveal the 'Depart' and 'Return' details of a specific itinerary.
2. Click the 'Show all details' down arrow to reveal the fare and seat class details.
3. Click the 'Train details' down arrow on the 'Depart' and 'Return' segments to show more detail.
4. Click a fare amount button to select the seat class and to advance to the Review and Reserve screen.

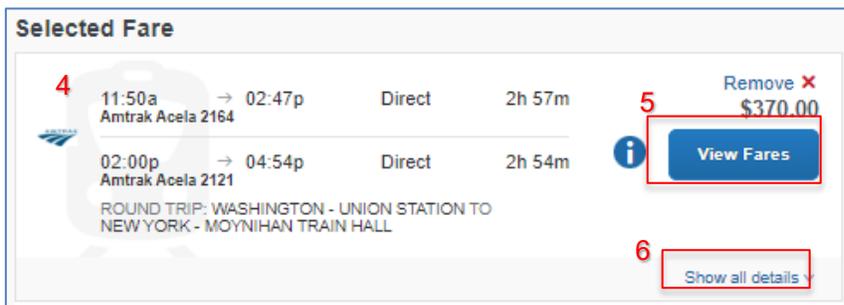
| Amtrak Regional | 06:02a → 09:29a | Direct | 3h 27m | \$276.00 |
|--|------------------|--|----------|-----------------------------|
| | 03:35p → 06:58p | Direct | 3h 23m | 1 View Fares |
| ROUND TRIP: NEW YORK - MOYNIHAN TRAIN HALL TO WASHINGTON - UNION STATION | | | | |
| | | | | 2 Show all details ▾ |
| DEPART | Tue, Nov 1 | Hide details ▲ | | |
| Tue, Nov 1 | 06:02a 09:29a | NEW YORK - MOYNIHAN TRAIN HALL WASHINGTON - UNION STATION | 3h 27m | Amtrak Regional Train 89 |
| RETURN | Fri, Nov 4 | 3 Train details ▾ | | |
| Fare Options | | Refundable | | |
| Coach Reserved Seat (YD) / Coach Reserved Seat (YB) Rules | | Yes Fees may apply | 4 | \$276.00 |
| Coach Reserved Seat (YD) / Business Class Seat (JB) Rules | | Yes Fees may apply | | \$337.00 |

Shop By Schedule:

1. Click the 'Shop by Schedule' tab. The 'Depart' button will be the default first choice.
2. Click the 'Select' button to choose a departure train from the list displayed.
That selection will appear above the 'Depart/Return' tab and the 'Return' tab will now be active. Click the 'Remove' button that appears to change the Depart train selection, if necessary.
3. Under the 'Depart/Return' tabs, (will auto-switch to 'Return') click the 'Select' button to choose a return train.



4. The itinerary will appear in the 'Selected Fare' box at the top of the screen.
5. Click 'View Fares' to reveal the available seat classes and fares.
6. Click 'Show all details' to reveal details of the depart and returns segments.



7. Click the 'Train details' down arrow on the Depart and Return segments to show segment details.
8. Click the fare amount button to select the seat class and to advance to the Review and Reserve screen.

The screenshot displays a travel booking interface with the following elements:

- DEPART** segment: **Mon, Oct 31**. A "Hide details" link is visible on the right.
- Train details for **Mon, Oct 31**:
 - 11:50a WASHINGTON - UNION STATION
 - 02:47p NEW YORK - MOYNIHAN TRAIN HALL
 - 2h 57m Amtrak Acela THS 2164
- RETURN** segment: **Thu, Nov 3**. A "Train details" button with a downward arrow is highlighted with a red box and a red number 7.
- Fare Options** table:

| Fare Options | Refundable | |
|---|-----------------------|-----------------|
| Acela Business (KD) / Acela Business (KD) Rules | Yes Fees may apply | \$370.00 |
| Acela Business Class Seat (KD) / Acela First Class Seat (PE) Rules | Yes Fees may apply | \$512.00 |

The "Business (KD)" text in the first row and the "Acela Business Class Seat (KD) / Acela First Class Seat (PE)" text in the second row are highlighted with red boxes. A red number 8 is positioned above the second row's fare amount.

Review and Reserve a Train Trip

1. Review the 'Trains' and 'Passenger Information' on this page. Use the 'Back' button at the bottom of the page for necessary train changes. Use the Passenger Information 'Edit' button for profile updates.
2. Enter any Rewards Program details, if applicable.
3. Select a ticket delivery preference.
4. Review the price summary and select a method of payment (add a credit card here, as necessary.)
5. Click the 'Back' button to make trip changes or the 'Reserve Train and Continue' button to confirm the reservation.

Review and Reserve Train

TRAINS

DEPART Mon, Oct 31 [Train details v](#)

RETURN Thu, Nov 3 [Train details v](#)

ENTER PASSENGER INFORMATION

Ensure passenger information below is correct.

Passenger ¹ [Edit](#) | [Review all](#)

Name: Lorri Ann Cornett **Phone:** 732-562-6880 **Email:**

Rewards Program
Amtrak Guest Rewards Number

PROVIDE TICKET DELIVERY PREFERENCE

You can now experience better comfort in customizing your Amtrak booking experience. With our train options, you can decide where to spend or save money to make your trip optimal.

Ticket Delivery Method

REVIEW PRICE SUMMARY

| Description | Fare | Taxes and Fees | Charges |
|--------------|----------|---------------------------------------|----------|
| Train ticket | \$230.00 | \$0.00 | \$230.00 |
| | | Total Estimated Cost: \$230.00 | |
| | | Total Due Now: \$230.00 | |

SELECT A METHOD OF PAYMENT

How would you like to pay?

[Add credit card](#)

* Indicates credit card is a company card

[Back](#) [Reserve Train and Continue](#)

Finalize Your Trip - Review Travel Details

1. Review the Trip Overview section to confirm your selections and use the 'Edit' button to make changes.
2. Add a Description of the trip using the "Edit" button, if desired.
3. Add a car or hotel from this screen, if desired.
4. Review the Reservations details for all trip sections and add the trip to an itinerary from this section.
5. Click 'Next' to continue the reservation process, or 'Cancel Trip' to exit the process.

Enter Trip Booking Information

1. The Trip Name will populate automatically, but details can be added in the Trip Description, if desired.
2. Add a Comment to the Travel Agent to share information, being careful that your comment does not unnecessarily appear as a request for additional services, as they may incur a fee.
3. Add an email recipient to share the confirmation with another person.
4. If a Triplt user, select an option on this screen.
5. Note the deadline for confirming the reservation.
6. Use the bottom button selections to manage the reservation process. If ready to purchase, click “Next.”

The screenshot shows a web form titled "Trip Booking Information". On the left is a "TRIP SUMMARY" sidebar with a "Finalize Trip" section containing "Review Travel Details", "Enter Trip Information", and "Submit Trip Confirmation". The main form area includes a "Trip Name" field (populated with "Trip from NYP to WAS"), a "Trip Description (optional)" field, a "Comments for the Travel Agent (optional)" field, and a "Send a copy of the confirmation to:" field. At the bottom, there is a "Triplt Privacy" section with radio buttons for "Share trip destination and dates with your Triplt Connections and Groups." and "Make this trip private". A box indicates the reservation hold time: "You may HOLD this reservation until: 12/09/2022 11:00 pm Eastern". At the bottom right are buttons for "Display Trip", "Hold Trip", "<< Previous", "Next >>", and "Cancel Trip".

TRIP SUMMARY

Finalize Trip

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip from NYP to WAS

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

Triplt Privacy

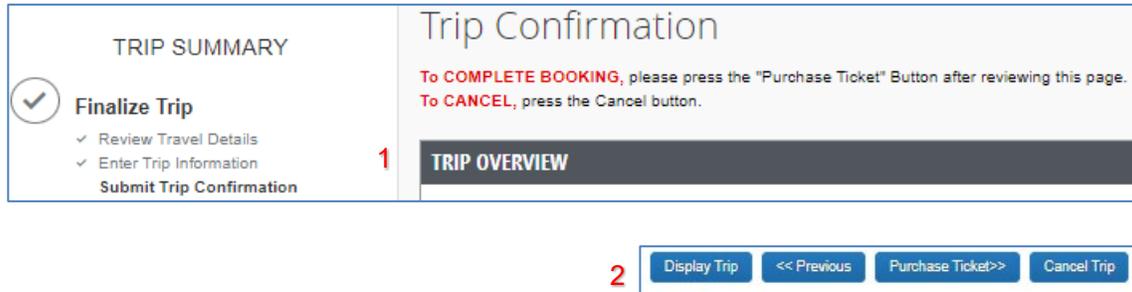
- Share trip destination and dates with your Triplt Connections and Groups.
- Make this trip private

You may HOLD this reservation until: 12/09/2022 11:00 pm Eastern

Display Trip Hold Trip << Previous Next >> Cancel Trip

Purchase Ticket

1. Review the Trip Overview section to confirm final selections and details.
2. Select from the bottom button options to review previous screens (to make changes,) purchase the ticket or cancel the trip.



TRIP SUMMARY

✓ **Finalize Trip**

- ✓ Review Travel Details
- ✓ Enter Trip Information

Submit Trip Confirmation 1

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

2 [Display Trip](#) [<< Previous](#) [Purchase Ticket>>](#) [Cancel Trip](#)

Travel Program Resources

| World Travel Inc. / Concur Travel | IEEE |
|--|---|
| <p>Concur Travel Online Booking Tool: Technical Support <i>(via World Travel)</i></p> <p>Chat Option: Click in the center box on the “Company Notes” tab of the Concur Travel homepage</p> <p>Phone: + 1 800 221 4730 Email: Onlinehelp@worldtravelinc.com</p> | <p>IEEE Travel Program Page <i>For a full overview of the travel program and its resources, including:</i></p> <ul style="list-style-type: none"> • Concur Travel FAQs • Concur Travel Quick Reference Guide - Employee • Concur Travel Quick Reference Guide – Volunteer/Member • Travel Arranger Quick Reference Guide |
| <p>World Travel – Booking Agents & Emergency Support (24/7)</p> <p>+1 800 879 4333 (US & Canada) +1 717 556 1100 (Elsewhere)</p> <p>IEEE Account Pseudo Code 2UØF <i>(if requested)</i></p> | <p>IEEE Travel Program Operations</p> <p>Sherry Russ Sills, Director, Event Operations IEEE Meetings, Conferences, & Events (MCE)</p> <p>+1 732 562 3980 Email: mce-services@ieee.org</p> |
| <p>Online Resources <i>For videos, PDFs, webinars and more</i></p> <p>Concur & World Travel Self-Service Dashboard</p> <p>Concur Travel Training <i>(ongoing schedule)</i></p> <ul style="list-style-type: none"> • Concur Travel Basics • Tips & Tricks | <p>IEEE NextGen Expense Reimbursement (Concur) General Inquiries:</p> <p>Email: nextgenexpense@ieee.org</p> |