



## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

It's easy to reserve your business vehicle rental in Concur Travel using the UW Oshkosh designated central card/direct bill option.

All reservations using the Enterprise location of 140 N Koeller St., Oshkosh WI will be automatically billed to the UW Oshkosh account. All reservations using this account are business use only! If you need to reserve a vehicle for personal use, ***please contact the location directly and provide the contract id at time of rental.***

To reserve a vehicle from **Enterprise at 140 N Koeller St.**

- Select the car tab to search for a car rental.
- Enter pick-up/drop-off dates and times
- Concur will only display rates during location hours
- Select "Off-Airport" to search the location
- Click Search

The screenshot shows the 'Car Search' section of the Concur Travel interface. At the top, there is a user profile icon and the text 'Booking for myself | [Book for a guest](#)'. Below this are four navigation tabs: an airplane icon, a car icon (which is selected), a bed icon, and a clock icon. The 'Car Search' section contains the following fields and options:

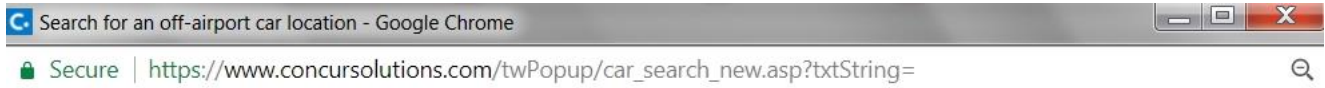
- Pick-up date:** A calendar icon followed by a date field containing '08/01/2017' and a time dropdown menu set to '08:00 am'.
- Drop-off date:** A calendar icon followed by a date field containing '08/04/2017' and a time dropdown menu set to '12:00 pm'.
- Pick-up car at:** Two radio button options: 'Airport Terminal' (unselected) and 'Off-Airport' (selected).
- Off Airport Location:** A text input field with a 'Search' button to its right.
- Return car to another location:** A checkbox that is currently unchecked.
- More Search Options:** A blue link with a right-pointing triangle icon.

At the bottom of the form is a large orange 'Search' button.



## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

- Select “Company Location” to search for “UW Oshkosh” locations



### Search for an off-airport car location

Find car locations within  miles from

Airport       Address  
 Company Location       Reference Point / Zip Code

Please choose a company location.

Please choose a company location.
UW Madison (Madison, WI)
UW System Admin (Madison, WI)
UW-Manitowoc (Manitowoc, WI)
UW-Marinette (Marinette, WI)
UW-Marshfield/Wood County (Marshfield, WI)
UW-Fox Valley (Menasha, WI)
UW Stout (Menomonie, WI)
UW Milwaukee (Milwaukee, WI)
<b>UW Oshkosh (Oshkosh, WI)</b>
UW Platteville (Platteville, WI)
UW-Barron County (Rice Lake, WI)
UW-Richland (Richland Center, WI)
UW River Falls (River Falls, WI)
UW-Sheboygan (Sheboygan, WI)
UW Stevens Point (Stevens Point, WI)
UW Superior (Superior, WI)
UW-Waukesha (Waukesha, WI)
UW-Marathon County (Wausau, WI)
UW-Washington County (West Bend, WI)
UW Whitewater (Whitewater, WI)

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- Select the **140 N. Koeller St.** location by clicking “Choose this Car Location” and *click Search*
  - **Note:** Location hours of operation are listed in the location description – Concur will only display availability when the dates and times correspond with open business hours.

Search for an off-airport car location

Find car locations within  miles from

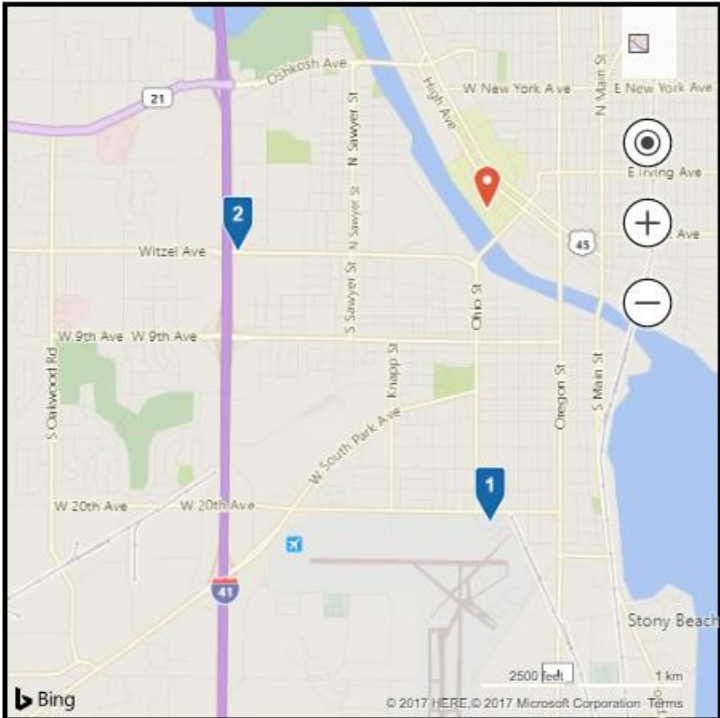
Airport       Address  
 Company Location       Reference Point / Zip Code

[Search](#)

Please choose a company location.

UW Oshkosh (Oshkosh, WI)



**2 locations found**

Show All  
 Most Preferred  
 Preferred  
 Less Preferred  
 Not Preferred

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**1 Hertz**  
 Less Preferred for UW System  
[Show On Map](#)  
**Choose this car location**  
 1.78 miles  
 Oshkosh Hle  
 525 West 20th Ave  
 Oshkosh, WI 54902  
 Mon-Fri: 07:00 am-05:00 pm  
 Sat-Sun: Closed

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**2 Enterprise**  
 Most Preferred for UW System  
[Show On Map](#)  
**Choose this car location**  
 1.49 miles  
 Oshkosh  
 140 N Koeller St  
 Oshkosh, WI 54902  
 Mon-Fri: 07:30 am-06:00 pm  
 Sat: 09:00 am-11:30 am  
 Sun: Closed

## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

### Car Search

Pick-up date







Drop-off date

Pick-up car at:  
 Airport Terminal  Off-Airport  
 Off Airport Location

Return car to another location  
[▶ More Search Options](#)

- Enterprise vehicles will be returned in search and marked as “Most Preferred”

Displaying: 9 out of 9 results.


 	<p><b>Economy Car - \$32.00 per day</b> (Apollo)</p> <p>Automatic transmission            Unlimited miles, Pick-up: Downtown OSH            Adults: 2, Children: 2, Large bags: 1, Small bags: 1            (Corporate rate)</p>	<p>Total cost*</p> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 3px; display: inline-block;">\$143.80</div>
<p><span style="background-color: #ffff00; padding: 2px;">Most Preferred Car Vendor for UW System / E-Receipt Enabled</span> <a href="#">Location details</a></p>		
 	<p><b>Compact Car - \$32.00 per day</b> (Apollo)</p> <p>Automatic transmission            Unlimited miles, Pick-up: Downtown OSH            Adults: 2, Children: 2, Large bags: 1, Small bags: 2            (Corporate rate)</p>	<p>Total cost*</p> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 3px; display: inline-block;">\$143.80</div>
<p><span style="background-color: #ffff00; padding: 2px;">Most Preferred Car Vendor for UW System / E-Receipt Enabled</span> <a href="#">Location details</a></p>		
 	<p><b>Intermediate Car - \$33.00 per day</b> (Apollo)</p> <p>Automatic transmission            Unlimited miles, Pick-up: Downtown OSH            Adults: 4, Large bags: 1, Small bags: 2            (Corporate rate)</p>	<p>Total cost*</p> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 3px; display: inline-block;">\$148.20</div>
<p><span style="background-color: #ffff00; padding: 2px;">Most Preferred Car Vendor for UW System / E-Receipt Enabled</span> <a href="#">Location details</a></p>		




## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

- You can adjust your search or filter results at any time by adjusting the options on the left side of the screen.

### Trip Summary

 **Select a Car**  
Pick-up: Tue, 08/01/2017  
Drop-off: Fri, 08/04/2017

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 **Finalize Trip**

### Change Car Search

Pick-up date  
08/01/2017 08:00 am

Drop-off date  
08/04/2017 12:00 pm

Pick-up car at  
 Airport Terminal  Off-Airport  
Off Airport Location

Return car to another location

### Car Display Filters

Unlimited miles  
 Air conditioning  
 Hybrid

**Car Transmission**  
 Automatic  
 Manual

## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill



- You can select the “Car Class” from the “Matrix” above the search results to filter on vehicle size.

Hide matrix [Print / Email](#)

All 9 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
Most Preferred	32.00	32.00	33.00	34.00	34.00	54.00	54.00	54.00	90.00

Sorted By: Policy - Most Compliant ▼

Displaying: 1 out of 9 results. ⓘ

**Intermediate Car - \$33.00 per day (Apollo)**

Automatic transmission  
Unlimited miles, Pick-up: Downtown OSH  
Adults: 4, Large bags: 1, Small bags: 2  
(Corporate rate)

Total cost\*

**\$148.20**

Most Preferred Car Vendor for UW System / E-Receipt Enabled ⓘ

[Location details](#)

Displaying: 1 out of 9 results. ⓘ

- You can sort search results by selecting the “Drop Down” menu from the right side.

Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
34.00	34.00	54.00	54.00	54.00	90.00

Sorted By: Policy - Most Compliant ▼

- Policy - Most Compliant
- Policy - Least Compliant Preference
- Price - Low to High
- Price - High to Low
- Total Cost
- Vendor (A-Z)
- Vendor (Z-A)

y (Apollo)

**\$148.20**



[Location details](#)



## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

- Select the “Blue Price Button” to confirm your choice of vehicle and proceed with the reservation

Displaying: 1 out of 9 results. ⓘ



**Intermediate Car - \$33.00 per day (Apollo)**  
Automatic transmission  
Unlimited miles, Pick-up: Downtown OSH  
Adults: 4, Large bags: 1, Small bags: 2  
(Corporate rate)

Total cost\*  
**\$148.20**

Most Preferred Car Vendor for UW System / E-Receipt Enabled ⓘ [Location details](#)

Displaying: 1 out of 9 results. ⓘ

Total cost\*: Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. Any currency conversion is based on the exchange rate for that day. The final price at the time of rental may be different.

- Make sure that you include your vehicle preferences in your travel profile prior to booking and adding any reward club membership information (i.e. Emerald Club). This information transfers during the reservation process.
- On Review and Reserve Car, you have the option to enter a reward club membership by selecting *Add a Program* – if already not stored in profile.

**ENTER DRIVER INFORMATION**  
Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver [Edit](#) | [Review all](#)

Name: Liza O Tuttle Phone: 8005458037

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Rental Car Agency Program [Add a Program](#)



## Concur Travel Tutorial:

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- Review the reservation and notice you can track the process by following the Trip Summary on the left. *Click Reserve and Continue*

#### Trip Summary

**Car Selected**  
Pick-up: Tue, 08/01/2017  
Drop-off: Fri, 08/04/2017

**Finalize Trip**

### Review and Reserve Car

#### REVIEW RENTAL CAR

Enterprise Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Compact Car	Off-Airport	Off-Airport
Features	OSHKOSH	OSHKOSH
	08:00 am Tue, 08/01/2017	12:00 pm Fri, 08/04/2017

#### PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Include in-car GPS system  Include ski rack

#### ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver [Edit](#) | [Review all](#)

**Name:** Liza O Tuttle **Phone:** 8005458037

Rental Car Agency Program [Add a Program](#)

#### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$32.00	Aug 01 - Aug 04	\$143.80*
<b>Total Estimated Cost: \$143.80</b>			
<b>Total Due Now: \$0.00**</b>			

\* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.  
\*\* Remaining amount due at rental location.

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





## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

- Travel Details display, once again review dates, time, and address. Pricing is an estimate and includes approximate tax – travelers are responsible for ensuring the outlet removes the tax from the final bill. *Select Next*

Trip Summary

**Finalize Trip**

**Review Travel Details**

- Enter Trip Information
- Submit Trip Confirmation

### Travel Details

**Important:** If you are making a **NEW** reservation or **CHANGING** an existing one, be sure to complete your booking by following the prompts at the bottom of the page until you have reached the last page indicating you are finished.

**TRIP OVERVIEW**

**I want to...**

[Print Itinerary](#)

[Email Itinerary](#)

**Trip Name:** Car Reservation at ENTERPRISE -- 140 N KOELLER ST, OSHKOSH, WI 54902 (ETOSHC71) [Edit](#)

**Start Date:** August 01, 2017

**End Date:** August 04, 2017

**Created:** July 12, 2017, Liza Tuttle (Modified: July 12, 2017)

**Description:** (No Description Available) [Edit](#)

**Agency Record Locator:** P6WFD5

**Reservation for:** Liza O Tuttle

**Total Estimated Cost:** \$148.20 USD [Details](#)

**Add to your Itinerary**

Car

Hotel

**RESERVATIONS**

Tuesday, August 01, 2017

**Enterprise Car Rental at: Oshkosh US (OSH)**

Pick-up at: 140 N KOELLER ST OSHKOSH, WI, 54902 US  
Phone: 9202366777

**Pick Up: 08:00 AM** Tue Aug 1

Pick-up at: [140 N KOELLER ST OSHKOSH, WI, 54902 US](#)

Number of Cars: 1

**Return: 12:00 PM** Fri Aug 4

Returning to: [140 N KOELLER ST OSHKOSH, WI, 54902 US](#)

**Additional Details**

Rate: \$33.00 USD daily rate, unlimited miles

Total Rate: \$148.20 USD

Phone: 9202366777

**Rental Details**

Intermediate / Car / Automatic transmission / Air conditioning

Special Instructions: ICARICAR

[Change](#) | [Cancel](#)

**Confirmation:** 1145626988COUNT

Status: **Confirmed**

Rate Code: Z32E81

Corporate Discount: XZ44067

[Add to your Itinerary](#)

**TOTAL ESTIMATED COST**

<b>Car:</b>	\$148.20 USD
<b>Total Estimated Cost:</b>	\$148.20 USD

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.



## Concur Travel Tutorial: UW Oshkosh - Search and Reserve a Rental Vehicle Using Direct Bill

- You must enter a valid Fund, Department ID, and Program to complete your reservation. This funding will be used by the campus travel office to charge back the cost of your rental.

Fund (max 3 numeric) 106	Department ID (max 6 numeric) 401000
Program (max 1 numeric) 1	

- Select Next. Complete a Final Review of Reservation and Confirm Trip by selecting Confirm Booking

Trip Summary

**Finalize Trip**

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

### Trip Confirmation

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

#### TRIP OVERVIEW

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)

- Finished! You will receive an official confirmation from Fox World Travel. Travelers **must** obtain their receipt from Enterprise at rental return.

Trip Summary

**Finished!**

## Finished!

You have successfully booked your trip!

**Trip Record Locator : P6WFD5**

**This trip complies with your travel policy.**  
Your itinerary has been saved. Fox World Travel - 2D09 - Wisconsin Universities will service your itinerary.  
**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information  
1-866-230-8787  
Email: [online@gofox.com](mailto:online@gofox.com)  
1-800-388-9085 (code: 2D09)