

To print an additional copy of your trip itinerary, select Travel and click on the applicable Trip Name which will bring you to Itinerary Details. From this page you can choose to print or email your itinerary.

The screenshot shows the SAP Concur interface with the 'Travel' tab selected. A red circle highlights the 'Travel' tab in the top navigation bar. Below it, the 'Mixed Flight/Train Search' section is visible, with a red box around the 'From' and 'To' fields. A text box with a red border contains the instruction: "From the 'Travel' tab, click on the applicable 'Trip Name'". To the right, the 'Travel Alerts' section shows a table with one row: 'Itinerary Example' with status 'Confirmed', start date '11/30/2018', and end date '11/30/2018'. A red circle highlights the 'Itinerary Example' text in the table.

SAP Concur | Requests | **Travel** | Expense | Reporting | App Center

Travel | Arrangers | Trip Library | Templates | Tools

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From ?
Departure city, airport or train station

To ?
Arrival city, airport or train station

Travel Alerts

You're almost there! Please check your email inbox for the Tript verification email.

Company Notes | Upcoming Trips | Trips Awaiting Approval | Remove Trips

Add new itinerary manually

Trip Name/Description	Status	Start Date	End Date
Itinerary Example	Confirmed	11/30/2018	11/30/2018

Manage your trip details in one place.

The screenshot shows the 'Itinerary Details' page. A red box highlights the 'TRIP OVERVIEW' section, which contains the following information: 'Trip Name: Itinerary Example', 'Start Date: November 30, 2018', 'End Date: November 30, 2018', 'Created: December 01, 2018 (Modified: December 01, 2018)', 'Description: (No Description Available)', 'Ticket Number(s): 555555555666', and 'Total Estimated Cost: \$400.00 USD'. A text box with a red border contains the instruction: "From the 'Itinerary Details' page, you can select options to print or email your trip itinerary". Below this, the 'RESERVATIONS' section is visible, showing a flight from Philadelphia, PA (PHL) to 10003 on Delta 78, departing at 12:00 PM. The confirmation number is 123123123 and the status is 'Booked manually /123123123'.

Travel | Arrangers | Trip Library | Templates | Tools

Itinerary Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)
[Open in Outlook](#)

Trip Name: Itinerary Example
Start Date: November 30, 2018
End Date: November 30, 2018
Created: December 01, 2018 (Modified: December 01, 2018)
Description: (No Description Available)
Ticket Number(s): 555555555666
Total Estimated Cost: \$400.00 USD

RESERVATIONS

Friday, November 30, 2018

Flight Philadelphia, PA (PHL) to 10003

Delta 78

Departure: 12:00 PM
Seat: 25C

Confirmation: 123123123
Status: Booked manually /123123123

To print an additional copy of your travel invoice, select Travel and then click on Print My Invoice.

The screenshot displays the SAP Concur Travel interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted), 'Expense', and 'App Center'. A user profile icon is visible in the top right corner. Below the navigation bar, a secondary menu shows 'Travel', 'Arrangers', 'Trip Library', 'Templates', and 'Tools'. The main content area is divided into two columns. The left column features a 'Mixed Flight/Train Search' form with options for 'Round Trip', 'One Way', and 'Multi City'. It includes input fields for 'From' and 'To' with search suggestions, and a prominent red 'Search' button. The right column contains a 'Travel Alerts' section with two informational messages. Below this is a 'Company Notes' section with tabs for 'Upcoming Trips', 'Trips Awaiting Approval', and 'Remove Trips'. A large yellow box highlights the text 'Click here to: [PRINT MY INVOICE](#)'. Further down, there is a 'Welcome to Concur Travel for The College of New Jersey!' message, followed by fields for 'First Name', 'Last Name', and 'Invoice #, Record Locator, Ticket Number/Confirmation or last 4 digits of the credit card'. Below this is a section for 'For Agent Assisted Reservations' with contact information for Anthony Travel, including a phone number, toll-free number, and email address. The interface is clean and professional, with a focus on user navigation and search functionality.