Add a Car or Hotel to an Existing Reservation

You can add a car or hotel to your existing travel reservations in the travel and expense system.

There is no additional fee from the Travel Team Inc. for following these steps to add a car or hotel to your existing travel reservations.

1. Open Existing Travel Reservation
   - On the home page, click Travel in the top menu bar.
   - There are two ways to find your existing travel reservations:
     1. Click Trip Library at the top of the page.
     2. Click the Upcoming Trips tab.
   - Click on your existing travel reservation to open it.

2. Add a Car or Hotel
   There are two ways to add a car or hotel to your existing travel reservation:

   1. Click Car or Hotel
      - In Trip Overview, in the section Add to your itinerary, click Car or Hotel (Figure 1).

      • Complete the fields to make a car or hotel reservation.
      • When finished, click Next.
      • Continue completing the fields on the next pages until you reach a Finished page.
      • When finished, an email confirmation will be sent to the email address you verified in Concur and will show your updated travel reservations.
      • You may add multiple cars or hotels to a single travel reservation.

   2. Click Add to Your Itinerary
      - In the active segments of the trip, click Add to your itinerary (Figure 2).

For assistance, contact the Travel Team Inc. by email: online@thetravelteam.com
• A pop up window will open. Complete the fields to make a car or hotel reservation (Figure 3).

![Find a Hotel](image)

**Figure 3**

• When finished, click *Next*.
• Continue completing the fields on the next pages until you reach a *Finished* page.
• When finished, an email confirmation will be sent to the email address you verified in Concur and will show your updated travel reservations.
• You may add multiple cars or hotels to a single travel reservation.

For assistance, contact the Travel Team Inc. by email: [online@thetravelteam.com](mailto:online@thetravelteam.com)