

## 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).

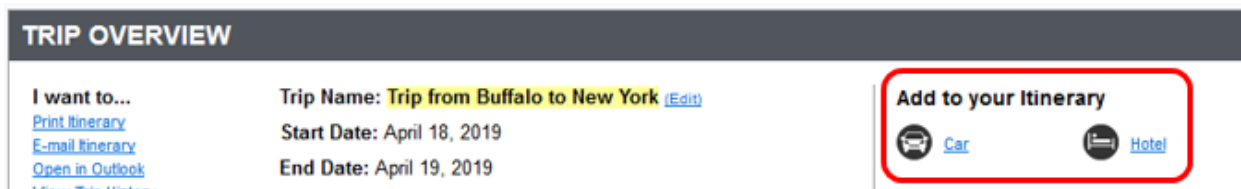


Figure 1

- 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).



Figure 2

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

- A pop up window will open. Complete the fields to make a car or hotel reservation (Figure 3).

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.