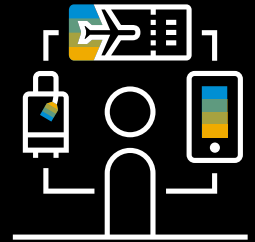


Getting Started Guide: Travel Partner Integrations



SIMPLIFY BUSINESS TRAVEL AND EXPENSING

Our travel partner integrations make expensing the travel you book on a partner's site simple.

Take a few minutes to connect accounts by following the steps below. We recommend having all your existing frequent traveler numbers on hand before getting started. Once a partner is connected, plans and receipts from the business travel you book¹ with them will be added to your SAP® Concur® account for you – so, you can have everything you need to quickly expense your travel.

1

Sign into the web version of your SAP Concur solution and select the **App Center** tab on the top of the home page.

2

Select the **Travel Partner Integrations** listing then select **Enroll**.

3

Select **I Agree** then connect your frequent traveler accounts.

4

Return to the **SAP Concur App Center** to connect more partners and check the status of existing connections.

1. Please confirm your organization's preferred booking methods and policy before booking travel.

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