
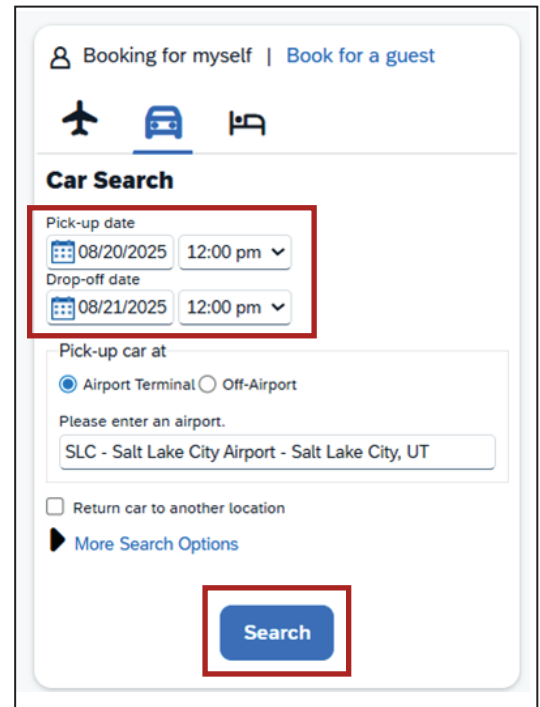


Booking an In-State rental car using Concur (Enterprise only)




Login to Concur, navigate to the booking tool, and select the **car** icon. 

Pick up date and **drop-off date** are required. Adjust the time by selecting the drop-down list.

To select a pick up at the airport, leave the radio button selected and enter the airport code or name. Hit **Search** for results.



Booking for myself | [Book for a guest](#)

Car Search

Pick-up date
08/20/2025 12:00 pm ▼

Drop-off date
08/21/2025 12:00 pm ▼

Pick-up car at
☒ Airport Terminal ☐ Off-Airport

Please enter an airport.
SLC - Salt Lake City Airport - Salt Lake City, UT

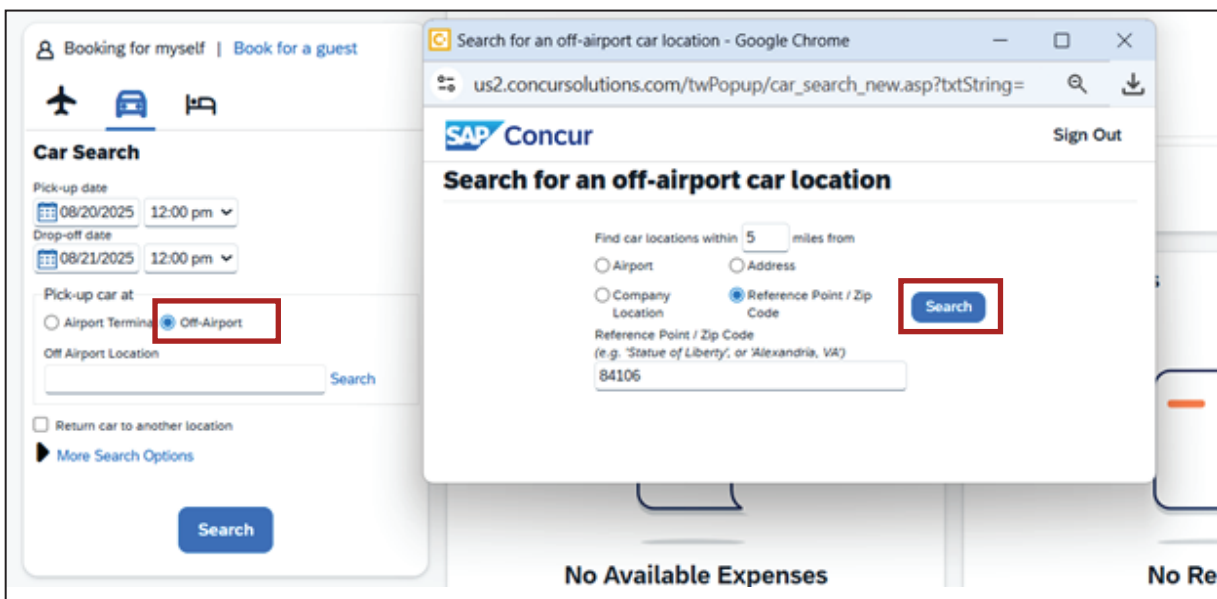
☐ Return car to another location

[More Search Options](#)




Search

To select a non-airport location, select **Off-Airport**. Click inside the text search bar and a new screen will appear (ensure your pop up blockers are turned off). The search expands with new selections:

Enter the information required and then select **Search**.



Booking for myself | [Book for a guest](#)

Car Search

Pick-up date
08/20/2025 12:00 pm ▼

Drop-off date
08/21/2025 12:00 pm ▼

Pick-up car at
☐ Airport Terminal ☒ Off-Airport

Off Airport Location
 [Search](#)

☐ Return car to another location

[More Search Options](#)

Search

Search for an off-airport car location - Google Chrome

us2.concursolutions.com/twPopup/car_search_new.asp?txtString=

SAP Concur [Sign Out](#)

Search for an off-airport car location

Find car locations within 5 miles from

☐ Airport ☐ Address
☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', or 'Alexandria, VA')
84106



Search

No Available Expenses

No Re

Select the car and rate and be sure to select on cars that have preferred vendor status. This information is located near the bottom of the rental car quote.



Displaying: 2 out of 9 results. ⓘ

**Intermediate Car - \$38.68 per day (Galileo)**

Automatic transmission
Unlimited miles, Pick-up: S of SLC
Adults: 4, Large bags: 1, Small bags: 2 ⓘ
(Corporate rate)

Total cost ⓘ
\$46.71

Preferred Car Vendor for State of Utah [Location details](#)

**Intermediate SUV - \$69.04 per day (Galileo)**

Automatic transmission
Unlimited miles, Pick-up: S of SLC
Adults: 5, Large bags: 3, Small bags: 2 ⓘ
(Corporate rate)

Total cost ⓘ
\$82.21

Preferred Car Vendor for State of Utah [Location details](#)

If you need to be picked up, please enter that information under **Provide Rental Car Preferences** in the comment section.

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

Review the trip summary page and select **Reserve Car and Continue** or **Back** to edit or cancel the request.

Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$38.68	Aug 18 - Aug 19	\$46.71*
Total Estimated Cost: \$46.71			
Total Due Now: \$0.00**			

* 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

Review the information once again. Blue links allow you to edit your reservation. Once the information is verified, select **Next**.

Total Estimated Cost

Car:	\$46.71 USD
Total Estimated Cost:	\$46.71 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.

[Next >>](#) [Cancel Trip](#)

×

Click **Next** to continue.

Enter a **Trip Name** (required). Trip Description is optional. Select 'In-State Travel' from the drop-down list.

Select **Next** to review your reservation.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Please choose if this is for "In State" or "Out of State" Travel [Required]

Please enter information about this trip then press Next to finalize your reservation. 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.

[Display Trip](#) [<< Previous](#) [Next >>](#) [Cancel Trip](#)

×

Click **Next** to continue.

Select **Confirm Booking** to finalize your reservation.

Total Estimated Cost

Car:	\$46.71 USD
Total Estimated Cost:	\$46.71 USD

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

To cancel or change your reservation, select **Return to Travel Center** and follow the prompts.

Your itinerary has been saved.

Print Itinerary

E-mail Itinerary

Return to Travel Center

You can email your itinerary to additional email addresses (manager, budget approver, etc.) by selecting email itinerary. Enter additional email addresses in the text box and select **Send Mail**.

SAP Concur

Sign Out

E-mail Itinerary

To: (Enter e-mail addresses, separated by semi-colons)

lahlstrom@utah.gov;

Subject:

In-state car res instructions

Enter any comments you'd like included with the itinerary you are e-mailing.

Send my email as

☒ HTML

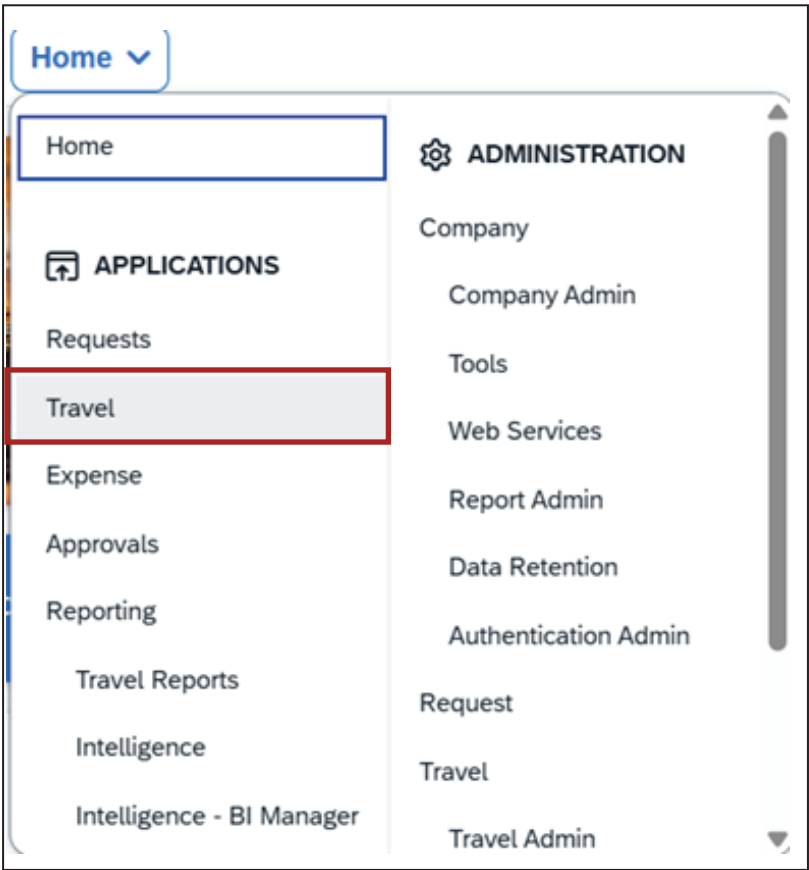
☐ Plain-text

Send Mail

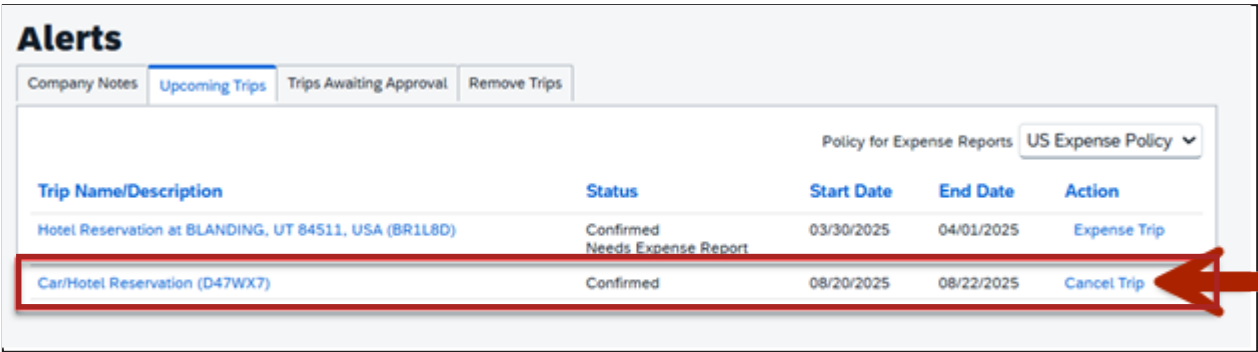
Cancel

You can exit Concur or select any link to access other Concur features and tools.

To cancel your reservation, login to Concur and navigate to **Travel** from the **Home** drop-down:




Locate your reservation and select **Cancel Trip**:



Follow the prompts on the pop-up screen and select **OK**:

Cancel Trip



WARNING: You are about to withdraw your request. If you do this, all reservations (including flight, hotel, rental car, and rail) will be cancelled.

If you cancel a trip on the day of the planned trip and have hotel reservations that have been guaranteed for late arrival, you must call the hotel directly or risk paying a no-show charge. Concur cannot cancel hotel reservations made when you contacted the hotel directly.

If you have any questions, please contact your travel agent.

If you are SURE that you want to withdraw this request then please click OK. Otherwise, click CANCEL.

If you have any comments you would like to add (for reporting only), please type them below and click OK.

[Cancel](#) [OK](#)

A message will appear stating your trip reservation has been cancelled. Select **Return to Travel Center** or select any Concur link to return to the main page.

Your trip has been successfully cancelled.

Your trip has been cancelled

[Return to Travel Center](#)

Additional information:

1. In-state rental reservations are paid via direct bill. A total will show on the selection and confirmation screen, but no payment from the traveler is required to hold the reservation. Invoices for in-state rental cars are sent to an identified POC at your agency. They are responsible for processing the invoice to their payables team. Out of state rental cars need to be reserved and paid for with a personal credit card or a p-card.
2. As per Policy 10-10-A1, all rental cars must be approved in advance. Please note that your agency's policy may be more restrictive than the referenced policy. Pre-approval can be obtained by creating an in-state travel request within the Concur system but not required.
3. Travelers do not need to include the rental car on the reimbursement request.
4. Travelers will need to include any fuel reimbursement they paid for with their personal card.
5. The traveler will be responsible for reconciling the booking fee either on a stand alone report if there are no other expenses or reconcile with their reimbursement request that has company and employee reimbursements. The rental car itinerary sent to the traveler after they booked is the supporting documentation required.
6. Rental car itineraries and cancellations are sent to the traveler's preferred email on file.
7. To rent a fleet vehicle, please visit the Fleet website and make your reservation using their employee portal.