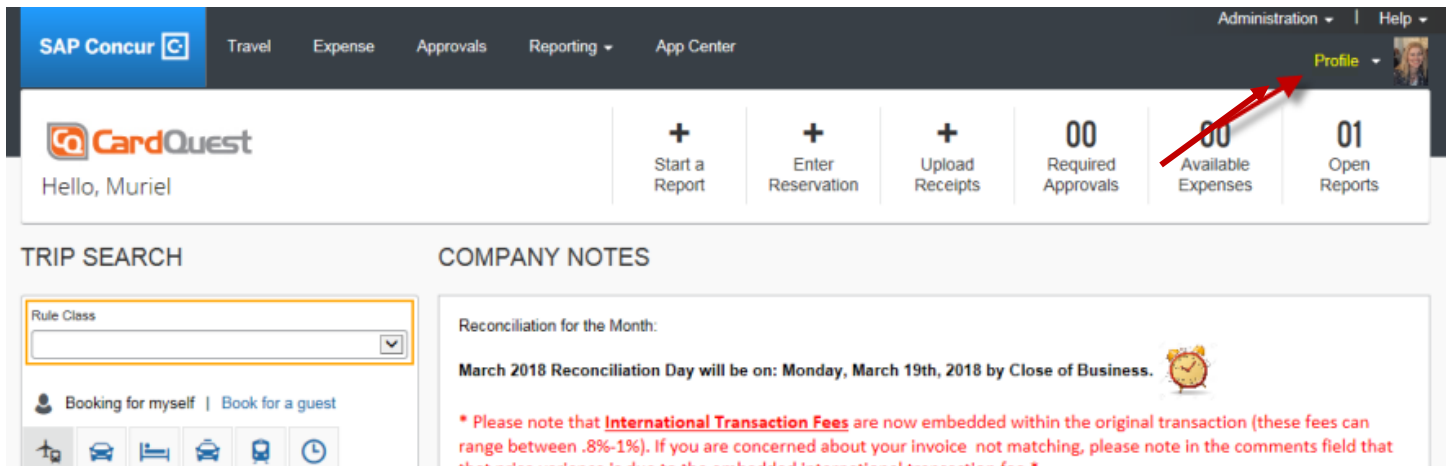


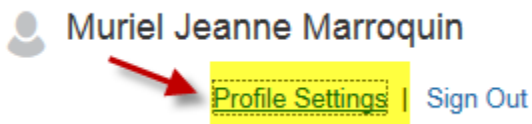
Adding a Frequent Traveler Rewards number to Concur (CardQuest)

1. Log in to [CardQuest](#) (with your access.caltech credentials)
2. Click Profile (upper right-hand corner)



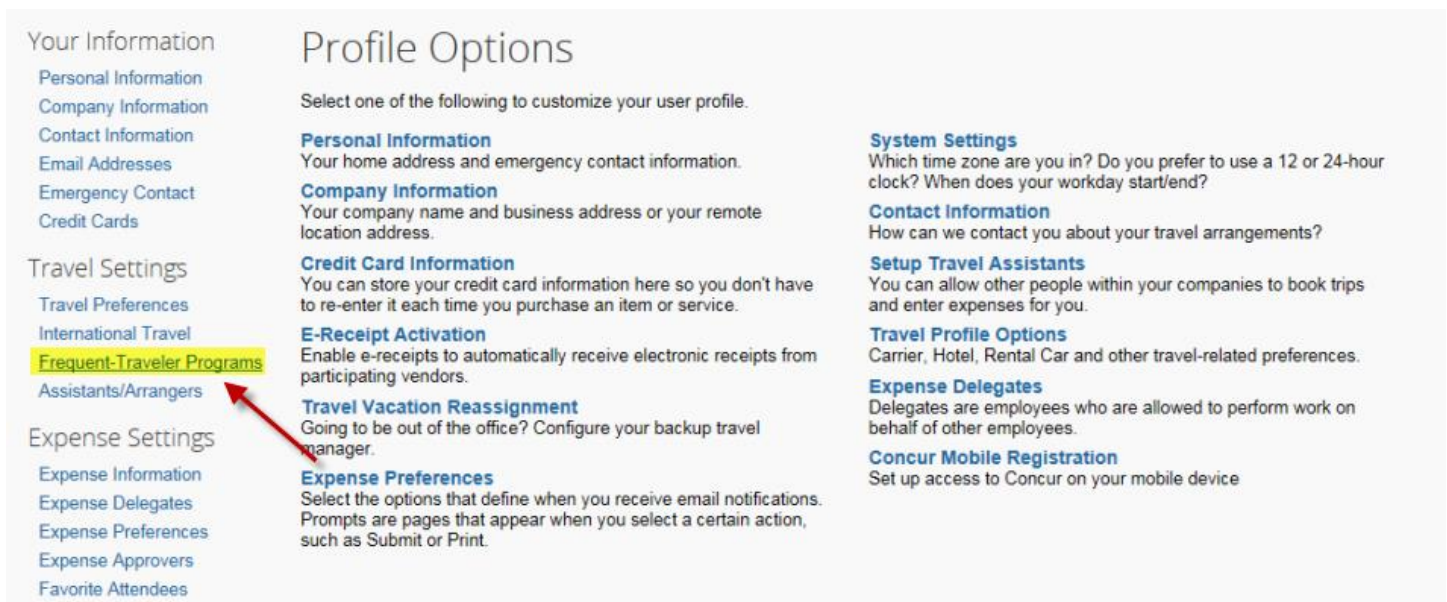
The screenshot shows the SAP Concur CardQuest interface. At the top, there are navigation tabs for Travel, Expense, Approvals, Reporting, and App Center. On the right, there are links for Administration and Help, and a Profile dropdown menu with a user picture. Below the navigation is a header area with the CardQuest logo, a greeting 'Hello, Muriel', and several action buttons: Start a Report, Enter Reservation, Upload Receipts, Required Approvals (00), Available Expenses (00), and Open Reports (01). A red arrow points to the Profile dropdown menu. Below the header, there are sections for TRIP SEARCH and COMPANY NOTES. The TRIP SEARCH section has a dropdown for Rule Class and buttons for Booking for myself and Book for a guest. The COMPANY NOTES section displays a reconciliation notice for March 2018 and a note about International Transaction Fees.

3. Select Profile Settings



The screenshot shows a user profile card for Muriel Jeanne Marroquin. It includes a profile picture, the name 'Muriel Jeanne Marroquin', and two links: 'Profile Settings' and 'Sign Out'. A red arrow points to the 'Profile Settings' link, which is highlighted with a yellow background.

4. Select Frequent-Traveler Programs under Expense Settings (left side under Travel Settings)



The screenshot shows the 'Profile Options' page. On the left, there is a sidebar with navigation links: Your Information, Travel Settings, and Expense Settings. Under Travel Settings, 'Frequent-Traveler Programs' is highlighted with a yellow background and a red arrow. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Expense Preferences, System Settings, Contact Information, Setup Travel Assistants, Travel Profile Options, Expense Delegates, and Concur Mobile Registration. Each section has a brief description of its function.

5. Enter in your Frequent Traveler Rewards number by clicking Add a Program

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

		Alaska Airlines Mileage Plan	Search this vendor	123456789		
		JetBlue	Search this vendor	987654321		
		Southwest Rapid Rewards	Search this vendor	234567890		
		Enterprise	Search this vendor	654321098		
		National Emerald Club	Search this vendor	789012345		

6. Select appropriate program (carrier name, car rental, or hotel) from the list of options and enter in your Frequent Rewards number in Frequent Traveler field

Add Travel Programs

i Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1		Air/Rail Carrier	United	Frequent Traveler / Driver/ Guest Number	<input type="text" value="123456789"/>	Search this vendor	<input checked="" type="checkbox"/>
<input type="checkbox"/> Make default for all Star Alliance bookings							
2		Air/Rail Carrier	Select a carrier	Frequent Traveler / Driver/ Guest Number	<input type="text"/>	Search this vendor	<input checked="" type="checkbox"/>
3		Air/Rail Carrier	Select a carrier	Frequent Traveler / Driver/ Guest Number	<input type="text"/>	Search this vendor	<input checked="" type="checkbox"/>
4		Air/Rail Carrier	Select a carrier	Frequent Traveler / Driver/ Guest Number	<input type="text"/>	Search this vendor	<input checked="" type="checkbox"/>
5		Air/Rail Carrier	Select a carrier	Frequent Traveler / Driver/ Guest Number	<input type="text"/>	Search this vendor	<input checked="" type="checkbox"/>

7. Frequent Traveler number will appear

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

		United Mileage Plus	Search this vendor	123456789		
		Hertz Number 1 Club Gold	Search this vendor	987654321		
		National Emerald Club	Search this vendor	234567890		
		Marriott (All) (EM) Marriott Rewards	Search this vendor	654321098		

Questions? Contact Travel Services at travelservices@caltech.edu