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)

3. Select Profile Settings

4. Select Frequent-Traveler Programs under Expense Settings (left side under Travel Settings)
5. Enter in your Frequent Traveler Rewards number by clicking Add a Program

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

7. Frequent Traveler number will appear

Questions? Contact Travel Services at travelservices@caltech.edu