



UNIVERSITY *of*
ROCHESTER

CONCUR TRAVEL HANDBOOK



Deprez Travel Bureau, INC.

Edition 1.802

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Booking with Concur

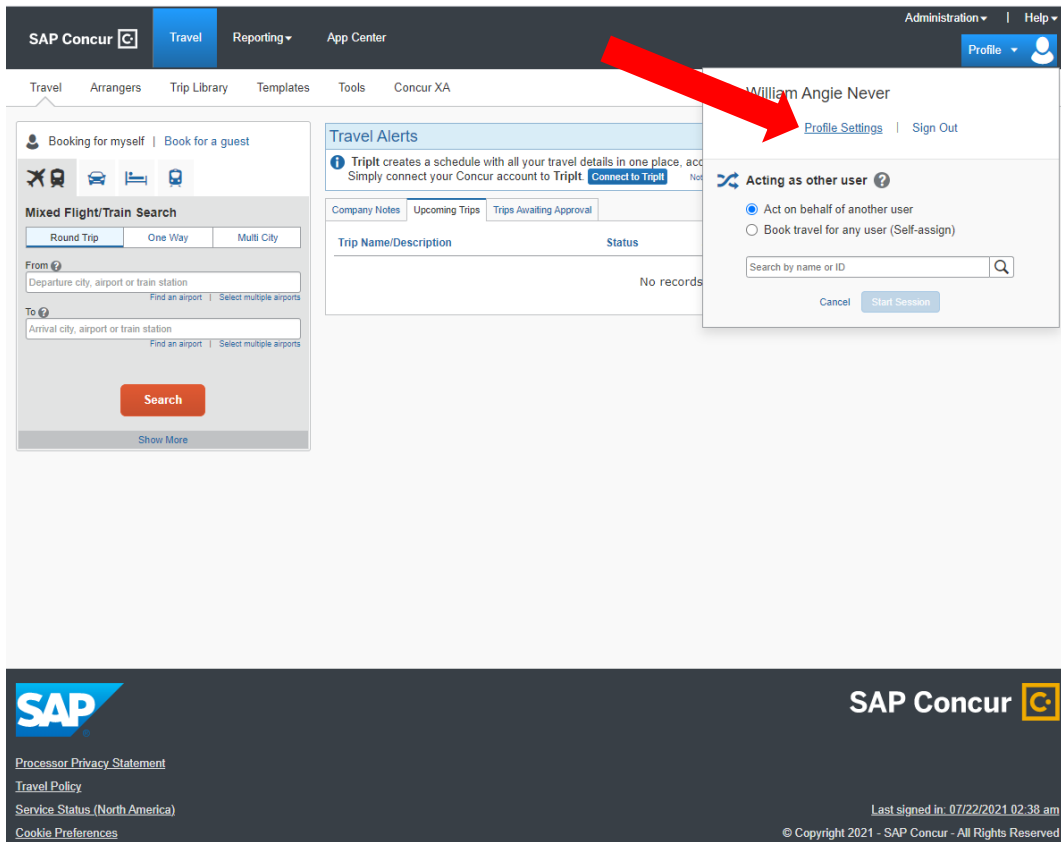
Concur is an online booking tool that makes booking your travel easy and convenient. The benefit of booking through Concur is up to date travel notices, University Discounts, easy access to travel documents, centralized profile information. (i.e., frequent flyer numbers, membership numbers etc....) This document will cover how to build/update your travel profile, book air, car and hotels.

Let rock and roll!

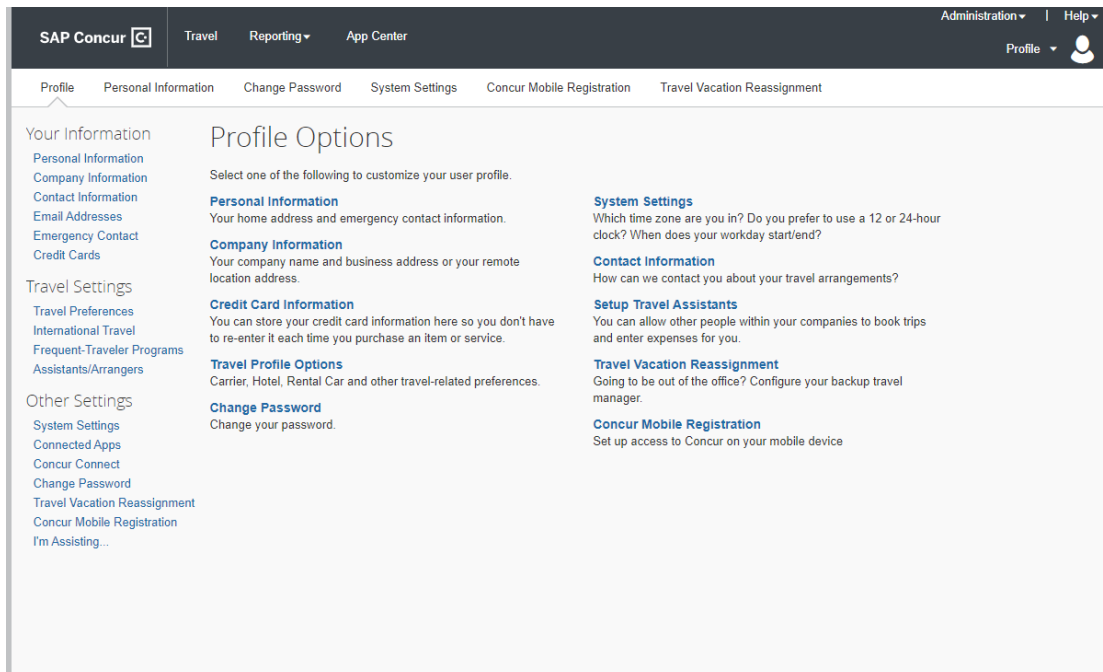
Your travel profile:

From your travel profile you can update information such as personal, company cost center, credit cards. You can update your travel settings, including your preferences for upcoming trips, or add an assistant to help you book travel. When you first log into Concur, it will automatically take you to a landing page (or home page). To access your travel profile, click on the word “[profile](#)” located upper right.

Once you click on this it will bring up a menu page: click on “profile settings”



This will bring you to the landing page for profiles.



You will find the most common profile task on the profile options page:

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

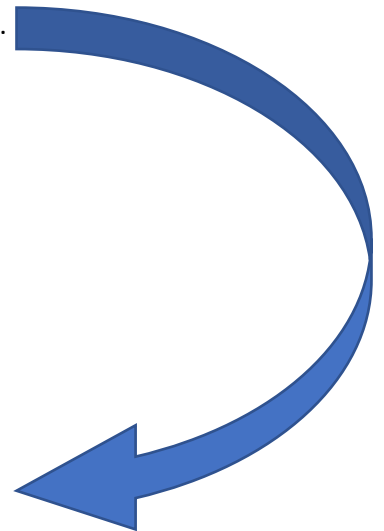
Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Change Password
Change your password.

Or you can use the menus on the left to select a setting to update.

In the "your information" section be sure to review & update your Personal, company and contact information. Verify your email address, add an emergency contact & add or update any credit card information.

- Your Information
 - Personal Information
 - Company Information
 - Contact Information
 - Email Addresses
 - Emergency Contact
 - Credit Cards
- Travel Settings
 - Travel Preferences
 - International Travel
 - Frequent-Traveler Programs
 - Assistants/Arrangers
- Other Settings
 - System Settings
 - Connected Apps
 - Concur Connect
 - Change Password
 - Travel Vacation Reassignment
 - Concur Mobile Registration
 - I'm Assisting...



Personal Information:

Verify your personal information. Make certain that the first, middle, and last names shown are identical to those on the photo identification that you will be presenting at the airport. If it is incorrect, contact your SAP Concur site admin, Erin Johnson, to have it updated.

My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="William"/>	<input type="text" value="Angie"/>	<input type="text" value="Angie"/>	<input type="text" value="Never"/>	<input type="text"/>

Company Information:

Please note that you must add your cost center to this section.
To do this click on the ellipsis button to the right.

Company Information Go to top

Employee ID

Manager Org. Unit/Division Employee Position/Title

Cost Center **[Required]**

This will bring up the value box

You can search for your cost center either by number or name. If you are unsure what your cost center number is, please contact your SAP Concur site admin, Erin Johnson. Once you have located your cost center, click on select to add or update your profile.

Value Search

Search for Allowable values for
Cost Center

There are over 200 defined values for this field. Enter some text so we can limit the number of options to display.

Contact information:

Verify your work, home address(es), and your contact information. Required fields are labeled in red. (please note you will not be able to save your profile unless all required fields are filled in)

Work Address Go to top

Company Name

Street

City State/Province

Postal Code Country/Region

Save

Home Address Go to top

Street

City State/Province

Postal Code Country/Region

Save

Contact Information Go to top

Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]**

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

****You must specify either a home phone or a work phone.**

Email Address:

In the email address section, you can add and verify your email address(es). Note the first email address must be your university email address. You are able to add additional email addresses such as personal, family or coworkers that you would like to Cc on your travel bookings. (Do not add admin address here)

Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)

+ Add an email address

Email Address	Verify	Contact?	Actions
Email 1 apizzo@depreztravel.com		Yes	

Emergency Contact:

Complete the emergency contact fields as needed.

Emergency Contact Go to top

Name	Relationship	
<input type="text" value="Jacob"/>	<input type="text" value="Other"/>	
Street	<input checked="" type="checkbox"/> Address same as employee	
<input type="text" value="220F Westview Commons Blvd"/>		
City	State/Province	Postal Code
<input type="text" value="Rochester"/>	<input type="text" value="NY"/>	<input type="text" value="14624"/>
Country/Region	Phone	Alternate Phone
<input type="text" value="United States of America"/>	<input type="text" value="281-706-1624"/>	<input type="text"/>

Travel Preferences:

In the travel preference section, you can select your discount travel rates and fare classes. You can specify air, hotel and car rental preferences as well as add frequent traveler programs.

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences ?

Seat	Seat Section	Special Meals	Ticket Delivery
<input type="text" value="Don't Care"/>	<input type="text" value="Don't Care"/>	<input type="text" value="Regular Meal"/>	<input type="text" value="E-ticket when possible"/>
Preferred Departure Airport ?	Other Air Travel Preferences	Medical Alerts	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Hotel Preferences

Room Type	Smoking Preference	Message to Hotel Vendor ?
<input type="text" value="Don't Care"/>	<input type="text" value="Don't Care"/>	<input type="text"/>

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type	Smoking Preference	Car Transmission
<input type="text" value="Any Car Class"/>	<input type="text" value="Don't Care"/>	<input type="text" value="Automatic"/>
Message to Car Rental Vendor ?		
<input type="text"/>		

Frequent-Traveler Programs

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

	American Airlines AA Advantage	Search this vendor	35648GF		
	United Mileage Plus	Search this vendor	123455		

Add a Frequent Traveler Program:

To add a frequent traveler program, click on “Add a Program”.

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs


 [+ Add a Program](#)

This will bring up the Add travel programs screen. Use the radio buttons to select if this is an air or rail carrier, car rental company or hotel.

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.).

	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
1 	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>
2	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>
3	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>
4	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>
5	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>

Then select the appropriate vendor from the drop-down list and enter the program number. Continue adding your frequent traveler programs as needed and the click on Save.

Note: make sure your profile name and program name are identical. If you enter a program incorrectly, you will get a profile error from the reservation system.

TSA Secure Flight:

In the TSA secure flight section, verify the required gender and date of birth fields. Complete the DHS Redress number and TSA Precheck Known traveler number fields as needed.

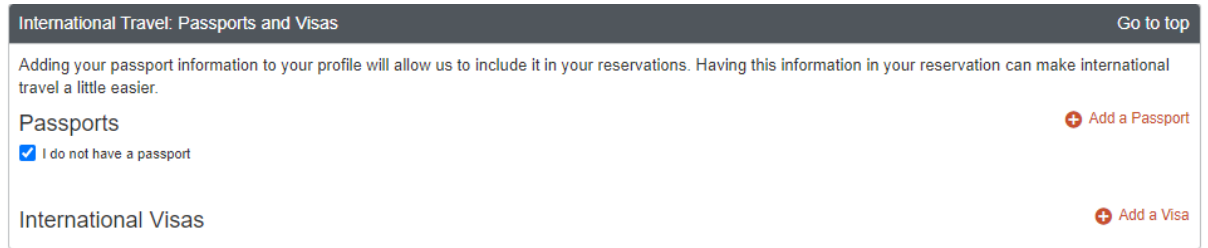
TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender [Required] Male Female Date of Birth (mm/dd/yyyy) [Required] DHS Redress No. TSA Pre✓ Known Traveler Number

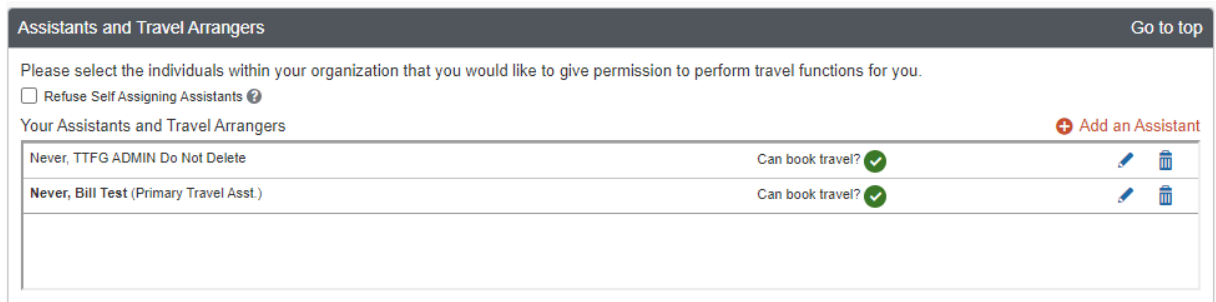
International Passport/Visa Information:

From the international passport section, add your passport or international visa information. This can make international travel a little easier. If you do not have a passport or do not wish to add it, please make sure to check mark "I do not have a passport". The system will not allow you to save the profile unless a passport is present or the box has been checked.

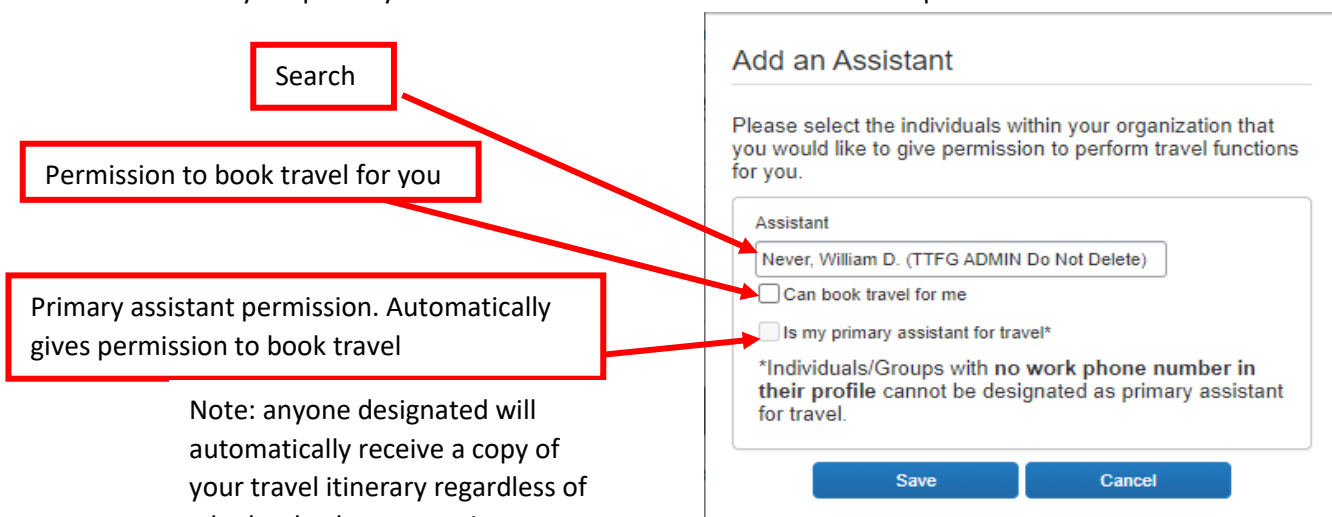


Assistants & Travel Arrangers

From the "Assistants and Travel Arrangers" section you can assign someone to book travel for you. Note: An assistant or travel arranger must be an existing travel (Concur) user. Individuals or groups with no work phone number in their profile cannot be designated as primary assistants for travel. To add an arranger or assistant click on "add an assistant"



Search and select the individuals within your organization that you would like to give permission to perform travel functions for you. Select the check boxes to allow them to book travel for you or assign them as your primary assistant for travel. Click on Save when completed.



Search

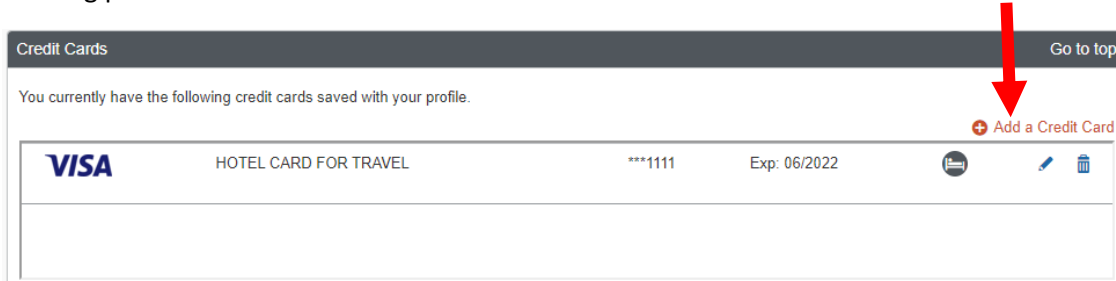
Permission to book travel for you

Primary assistant permission. Automatically gives permission to book travel

Note: anyone designated will automatically receive a copy of your travel itinerary regardless of who books the reservation.

Credit Cards:

From the credit card section, you can add or update the credit card you plan to use to book hotels. Please note that all air travel will be billed directly to your organization. Storing your credit card in your profile is completely optional, as you will also have the opportunity to add a credit card during the booking process. Click on “[add a credit card](#)”



On the credit card page, you will enter the name on the credit card, card type, card number, expiration date and billing address. You will need to designate this card as your default for hotel bookings only. After you have updated your card information, click on “[Save](#)”

Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Use this address

City * State * Zip/Postal Code *

Country/Region *

[Cancel](#) [Reset](#) [Save](#)

Saving your Profile:

Once you have completed your travel profile updates, click on any of the “save” icons located on the profile page.

The screenshot shows a web browser interface with several tabs at the top. The main content area is divided into three sections, each with a 'Save' button at the bottom:

- International Visas:** A section with a 'Save' button and an 'Add a Visa' link.
- Assistants and Travel Arrangers:** A section with a 'Save' button, an 'Add an Assistant' link, and a table of assistants. The table has two rows, both with 'Can book travel?' checked (green checkmark).
- Credit Cards:** A section with a 'Save' button, an 'Add a Credit Card' link, and a table of credit cards. The table has one row with a VISA logo, 'HOTEL CARD FOR TRAVEL', and 'Exp: 06/2022'.

Once you have successfully saved your profile you will see in green and white “Profile Saved”. You are now able to book travel using the U of R online booking tool.

Note: this will automatically update the travel system so your profile will also be available to DePrez travel agents to assist with your travel bookings.

The screenshot shows the Concur profile page with a navigation menu at the top and a sidebar on the left. The main content area is titled 'Profile Options' and contains several sections of settings. A green box with the text 'Profile Saved' is circled in red in the top right corner of the page.

Booking Flights

Concur makes it easy to book flights for an upcoming trip.

Trip Search

1. From the Concur home page, enter your search criteria, such as type of trip, departure city and date, and return city and date.
2. you can also specify whether you need a car and/or hotel for your trip.
3. After you complete your search details click on “Search”

The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Travel', 'Reporting', and 'App Center' menus. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, the user's name 'William' is displayed along with '00 View Trips'. The main content area is divided into two columns: 'TRIP SEARCH' and 'ALERTS'. The 'TRIP SEARCH' section contains a form for booking flights, including options for 'Round Trip', 'One Way', and 'Multi City'. It has fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station). There are also fields for 'Depart' (date, time, and duration) and 'Return' (date, time, and duration). Below these fields are checkboxes for 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. A 'Search by' dropdown menu is set to 'Price', and a 'Search' button is located at the bottom of the form. The 'ALERTS' section contains a message about Triplt integration. Below the alerts is a 'COMPANY NOTES' section with 'EMERGENCY TRAVEL ASSISTANCE' information. At the bottom of the alerts section is a 'MY TRIPS (0)' section with a message: 'You currently have no upcoming trips.'

Spend Authorization (SPA)

You will be prompted to enter your Spend Authorization number, better known as the SPA number. If you have not obtained your SPA you must exit the system and return when it is available. You will not be able to proceed past this screen without your Spend Authorization number.

1. The spend authorization number will begin with SPA followed by 8 numbers.
2. Once you have entered your SPA click on "Next"

Travel Arrangers Trip Library Templates Tools Concur XA

Administration | Help
Profile

Travel Arrangers Trip Library Templates Tools Concur XA

Welcome to Concur!
We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click Next.
Thank you.

Spend Authorization Number (EX: SPA12345678) [Required]

Start Over Next >>

Flight Results

You will see a list of available flights on the **Depart** tab.

1. To filter the results, select a column, row, or cell in the Airline grid at the top of the Results page or you can use the sliding scales on the left.
2. Scroll down to view more results

Travel Arrangers Trip Library Templates Tools Concur XA

Trip Summary
ROCHESTER, NY TO CHICAGO, IL
MON, AUG 23 - FRI, AUG 27
Show as USD

Select Flights or Trains
Round Trip
ROC - ORD
Depart: Mon, 08/23/2021
Return: Fri, 08/27/2021
Finalize Trip

All	United	American Airlines	Southwest	Linear Air
59 results	Preferred	Preferred		
Nonstop 1 results	—	705.92 1 results	—	—
1 stop 54 results	648.54 3 results	508.57 47 results	458.14 2 results	11,843.50 2 results
2 stops 4 results	—	722.02 2 results	—	11,988.00 2 results

Shop by Fares Shop by Schedule

Flight Number Search Sorted By: Price - Low to High

Displaying: 59 out of 61 results. Previous 1 2 3 4 5 6 Next | All

Southwest
09:30 AM ROC → 03:20 PM ORD 1 BWI 6h 50m Business Select \$458.14 Select
05:00 PM ORD → 11:00 PM ROC 1 BWI 5h 00m

Southwest
06:10 AM ROC → 10:40 AM ORD 1 BWI 5h 30m Wanna Get Away/Busi... \$458.82 Select
05:00 PM ORD → 11:00 PM ROC 1 BWI 5h 00m Business Select \$628.99 Select

Change Search
Depart - Mon, Aug 23
Depart 06:00 A - 11:15 A
Arrive 06:58 A - 08:41 P
Return - Fri, Aug 27
Depart 12:20 P - 05:07 P
Arrive 04:24 P - 11:26 P
Price
Price \$458.14 - \$22,203.50
Display Settings
Hide flights without refundable fares
Hide Propeller Planes

Selecting Your flights

The Shop by Fares tab displays your selected flight options. You can use the Shop by Schedule tab to view results by flight times.

By clicking on “Fare Details” this will provide a breakdown of the flight details as well as the available fares and rules.

If you want to view the available seating for the flight, click on “View seats” to open a popup window that displays the seating configuration. Depending on the airline, you can select your desired seat for the flight.

When you are ready to select your flight, click on the fare amount.

American Airlines 1

06:17 AM ROC → 12:14 PM ORD 1 CLT 6h 57m
02:07 PM ORD → 10:04 PM ROC 1 CLT 6h 57m
1 AA 5413 / AA 5441 operated by PSA AIRLINES AS AMERICAN EAGLE

Preferred Airline [Hide fares/details ^](#)

DEPART ✕ Mon, Aug 23 – Rochester, NY to Chicago, IL / 2h 36m layover in Charlotte, NC [Hide details ^](#)

Mon, Aug 23	06:17a ROC → 08:24a CLT	2h 07m	American Airlines 5413 View seats Canadair Regional Jet 900 / 246 lbs CO ₂ Operated by PSA AIRLINES AS AMERICAN EAGLE
	Layover in Charlotte, NC	2h 36m	Charlotte Airport
	11:00a CLT → 12:14p ORD	2h 14m	American Airlines 2408 View seats Boeing 737-800 / 257 lbs CO ₂

RETURN ✕ Fri, Aug 27 – Chicago, IL to Rochester, NY / 3h 01m layover in Charlotte, NC [Hide details ^](#)

Fri, Aug 27	02:07p ORD → 05:14p CLT	2h 07m	American Airlines 2488 View seats Boeing 737-800 / 257 lbs CO ₂
	Layover in Charlotte, NC	3h 01m	Charlotte Airport
	08:15p CLT → 10:04p ROC	1h 49m	American Airlines 5441 View seats Canadair Regional Jet 900 / 246 lbs CO ₂ Operated by PSA AIRLINES AS AMERICAN EAGLE

Fare Options	Free Checked Bags	Refundable	
Main Cabin (M, M, V, V) Rules Benefits/Services	0	No	<input checked="" type="checkbox"/> \$585.26
Main Cabin Flexible (K) Rules Benefits/Services	0	Yes Fees may apply	<input checked="" type="checkbox"/> \$832.75

[View more fares](#)
Sabre

Review and Reserve Flights

In the Review and Reserve flights section, review your flight itinerary.

Scroll down to review the seat map, review the price summary information. Please note the method of payment is automatically set to bill directly to U of R.

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Aug 23 – Rochester, NY to Chicago, IL [Hide details ^](#)

Mon, Aug 23	06:00a ROC → 06:58a ORD	1h 58m	American Airlines 3051 Canadair Regional Jet 700 Operated by SKYWEST AIRLINES AS AMERICAN EAGLE
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RETURN ✕ Fri, Aug 27 – Chicago, IL to Rochester, NY / 52m layover in Charlotte, NC [Hide details ^](#)

Fri, Aug 27	04:20p ORD → 07:23p CLT	2h 03m	American Airlines 815 Boeing 737-800
	Layover in Charlotte, NC	52m	Charlotte Airport
	08:15p CLT → 10:04p ROC	1h 49m	American Airlines 5441 Canadair Regional Jet 900 Operated by PSA AIRLINES AS AMERICAN EAGLE

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. 🗨

Primary Traveler [Edit](#) | [Review all](#)

Name: William Angie Never Phone: 7138527910 Email: apizzo@depreztravel.com

Frequent Flyer Programs [Add a Program](#)

For American Airlines

American Airlines -- *****GF

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AA 3051 Main Cabin Flexible (Y)	Select a seat
AA 815 Main Cabin Flexible (K)	Select a seat
AA 5441 Main Cabin Flexible (K)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$989.32	\$110.30	\$1,099.62
Total Estimated Cost: \$1,099.62		Total Due Now: \$1,099.62	

METHOD OF PAYMENT

This purchase will be charged to your company directly.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#) [Reserve Flight and Continue](#)

Verify your traveler information is correct. If you did not enter your frequent flyer program information in your profile you may do so here by clicking “add a program”

After you have reviewed the fare rules and restrictions, click on “Reserve flight and Continue”



Travel Details


You will see your complete travel itinerary. From this page you can also choose to add a car or hotel to your itinerary.

If you selected the options to book a car and/or a hotel on the initial search page, you will be prompted to select a car or hotel for your trip before you see the “Travel Details”

Travel Details

TRIP OVERVIEW

I want to... Print Itinerary E-mail Itinerary	Trip Name: Trip from Rochester to Chicago (Edit) Start Date: August 23, 2021 End Date: August 27, 2021 Created: July 24, 2021, William Never <i>(Modified: July 24, 2021)</i> Description: (No Description Available) (Edit) Spend Authorization Number (EX: SPA12345678): TST12345678 Agency Record Locator: EHZUVW Passengers: William Angie Never Total Estimated Cost: \$1,099.62 USD (Details)	Add to your Itinerary  Car  Hotel
--	---	---

 Airfare must be ticketed by: 07/25/2021 11:55 PM Eastern


Scroll down and then click on “Next” to continue.

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](#)

Note: a pop-up window will notify you that your trip does not have any car or hotel reservations. Confirm that you do not want any additional reservations by clicking ok.

ATTENTION!

 Your trip does not have any car or hotel reservations.
You can add a car or hotel reservation from the itinerary display.
Click "Cancel" to go back and add a car and/or hotel, or click "OK" to continue with your present itinerary.

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

Trip Booking Information:

On the Trip booking Information page, notice that the Trip Name is based on the departure and arrival cities. You can edit the Trip Name as needed. You can also provide a Trip Description and enter who you would like to send a copy of the confirmation to, if applicable. Then scroll down and click on “Next”

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
<input type="text" value="Trip from Rochester to Chicago"/>	<input type="text"/>

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

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](#)

Trip Confirmation

To finalize your reservation process, scroll down and click on “Purchase Ticket”. Please note if you exit from this page your trip will not be processed and no ticket will be issued. Make sure to “Purchase ticket”

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Purchase Ticket->>](#) [Cancel Trip](#)

Finished

Before exiting the system insure you have reached the final page that states “Finished” at the top. Your reservation has now been submitted for ticketing and you will receive a confirmation shortly after this. You may now exit out and return to your travel home page.

Finished!

You have successfully booked your trip!

Trip Record Locator : EHZUVW

This trip complies with your travel policy.
Your itinerary has been saved. Tzell Travel Group/DePrez Travel (University of Rochester) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by: 07/25/2021 11:55 pm Eastern

Travel Contact Information
Agency Hours: 8:00 a.m. - 5:30 p.m. Mon-Fri

TRIP OVERVIEW

University of Rochester
Trip Name: Trip from Rochester to Chicago
Start Date: August 23, 2021
End Date: August 27, 2021
Created: July 24, 2021, William Never (Modified: July 24, 2021)
Description: (No Description Available)
Spend Authorization Number (EX: SPA12345678): TST12345678
Agency Record Locator: EHZUVW
Passengers: William Angie Never
Total Estimated Cost: \$1,099.62 USD

Airfare must be ticketed by: 07/25/2021 11:55 PM Eastern

Agency Name: Tzell Travel Group/DePrez Travel (University of Rochester)
Address:
DePrez Travel Bureau, Inc.
145 Rue De Ville, Suite 1
Rochester, NY 14619

RESERVATIONS

Monday, August 23, 2021

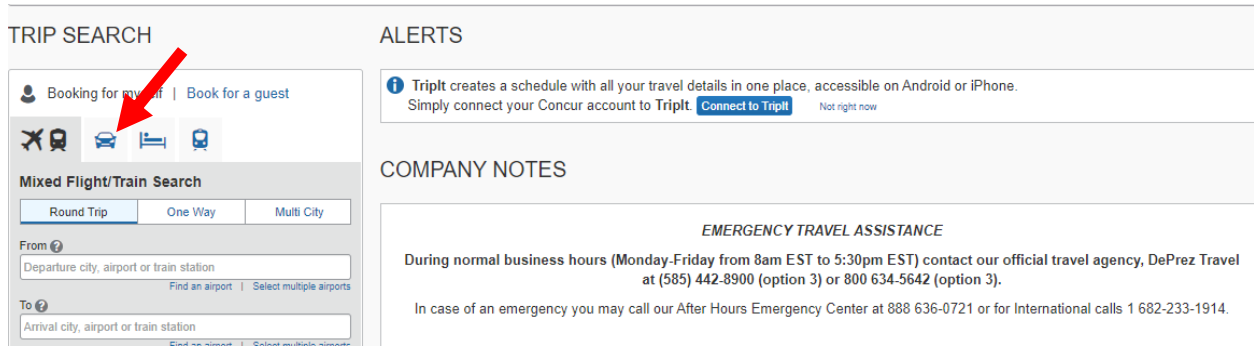
Flight Rochester, NY (ROC) to Chicago, IL (ORD)

Booking Cars

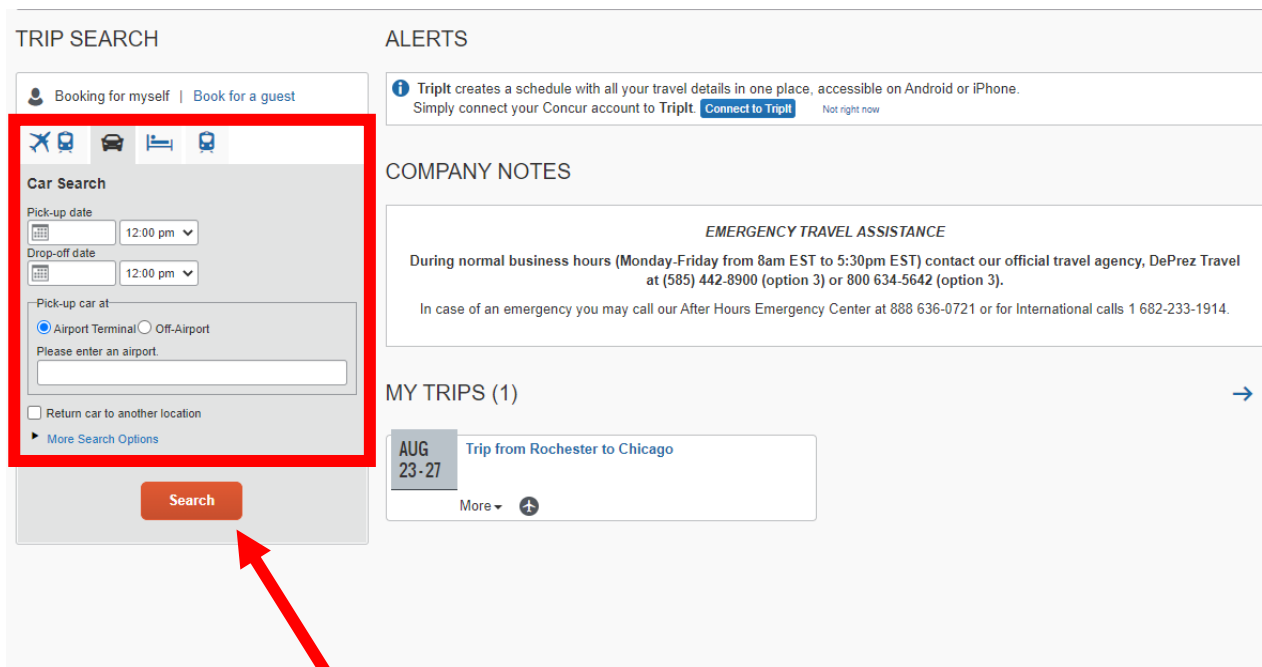
With some trips you may require a car but not airfare.

Trip Search

1. To book a car, from the Concur home page click on the “CAR” tab



2. Enter your search criteria, such as pick- up and drop-off dates, location and other search options.
3. Then click on Search



Spend Authorization (SPA)

You will be prompted to enter your Spend Authorization number, better known as the SPA number. If you have not obtained your SPA you must exit the system and return when it is available. You will not be able to proceed past this screen without your Spend Authorization number.

1. The spend authorization number will begin with SPA followed by 8 numbers.
2. Once you have entered your SPA click on “Next”

The screenshot shows the SAP Concur Travel interface. At the top, there are navigation tabs: Travel, Arrangers, Trip Library, Templates, Tools, and Concur XA. The main content area displays a 'Welcome to Concur!' message with a prompt to enter a Spend Authorization Number. A red box highlights the input field for the SPA number. A red arrow points to the 'Next >>' button at the bottom right of the form.

Filtering Search Results

Review the car search results. To filter the results, select a column, row, or cell in the grid at the top or use the options on the left side of the screen. To hide the results matrix and view more of the car results list, click on “Hide Matrix”

The screenshot shows the SAP Concur car search results page. On the left, there is a 'Trip Summary' sidebar with 'Select a Car' and 'Finalize Trip' options. The main content area displays a table of car rental options. A red arrow points to the 'Hide matrix' link. Below the table, there are detailed views for Hertz Economy and Compact cars.

	Economy	Compact	Intermediate	Standard
Hertz				
All 16 results				
Most Preferred	121.93	121.93	129.80	129.80
Budget				
Most Preferred	--	--	222.00	226.00
AVIS				
Most Preferred	330.55	330.55	338.16	360.96
Enterprise				
Most Preferred	--	--	345.72	360.88
AVIS				
Most Preferred	364.75	364.75	376.15	406.56

1CQALROC/31AUG-03SEP/1200-1200/CD-LEADERS/RC-BEST+USD*** DIRECT CONNECT AVAILABILITY - ALAMO RESPONSE ==THE RENTAL STATION IS NOT OPEN ON THIS DAY

Displaying: 4 out of 16 results. Sorted By: Policy - Most Compliant


Hertz Economy Car - \$31.00 per day (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 (Corporate rate)
Total cost: \$121.93


Hertz Compact Car - \$31.00 per day (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 2 (Corporate rate)
Total cost: \$121.93

Location Details

Use the location details link to view more information about the rental car.

Displaying: 4 out of 16 results. ⓘ


**Economy Car - \$31.00 per day** (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ
(Corporate rate)
Total cost ⓘ
\$121.93
Most Preferred Car Vendor for University of Rochester
[Location details](#)


**Compact Car - \$31.00 per day** (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 2 ⓘ
(Corporate rate)
Total cost ⓘ
\$121.93
Most Preferred Car Vendor for University of Rochester
[Location details](#)

Confirming a Reservation

To choose a car, click the fare amount.

Displaying: 4 out of 16 results. ⓘ

**Economy Car - \$31.00 per day** (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ
(Corporate rate)
Total cost ⓘ
\$121.93
Most Preferred Car Vendor for University of Rochester
[Location details](#)

**Compact Car - \$31.00 per day** (Sabre)
Automatic transmission
Unlimited miles, Pick-up: Terminal: ROC
Adults: 2, Children: 2, Large bags: 1, Small bags: 2 ⓘ
(Corporate rate)
Total cost ⓘ
\$121.93
Most Preferred Car Vendor for University of Rochester
[Location details](#)

Review and Reserve

You will see your complete car rental itinerary and you can add other information for the car rental, including car preferences and driver information.

Click on “Reserve Car and Continue”

Review and Reserve Car

REVIEW RENTAL CAR

Hertz Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
Features	ROC, Rochester 12:00 pm Tue, 08/31/2021	ROC, Rochester 12:00 pm Fri, 09/03/2021

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver Edit | Review all

Name: William Angle Never Phone: 7138527910 Email:

Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Hertz Car Rental	\$31.00	Aug 31 - Sep 03	\$121.93*
Total Estimated Cost:			\$121.93
Total Due Now:			\$0.00**

* Rental price is the driver'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](#)

Travel Details

You will see your complete travel itinerary. From this page you can also choose to add an additional car, hotel or air to your itinerary.

Travel Arrangers Trip Library Templates Tools Concur XA

Trip Summary

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Car Reservation at ROCHESTER [\(Edit\)](#)
Start Date: August 31, 2021
End Date: September 03, 2021
Created: July 25, 2021, William Never *(Modified: July 25, 2021)*
Description: (No Description Available) [\(Edit\)](#)
Spend Authorization Number (EX: SPA12345678): TST12345678
Agency Record Locator: FNNHEP
Reservation for: William Angie Never
Total Estimated Cost: \$121.93 USD [\(Details\)](#)

Add to your itinerary

- Air
- Car
- Hotel

RESERVATIONS

Scroll down and then click on “Next” to continue.

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](#)

Trip Booking Information

On the Trip booking Information page, notice that the Trip Name is based on the departure and arrival cities. You can edit the Trip Name as needed. You can also provide a Trip Description and enter who you would like to send a copy of the confirmation to, if applicable. Then scroll down and click on “Next”

Trip Booking Information

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

Trip Name
This will appear in your upcoming trip list.
Car/Hotel Reservation

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

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](#)

Trip Confirmation

To finalize your reservation process, scroll down and click on “[Confirm Booking](#)”. Please note if you exit from this page your trip will not be processed and car reservation will not be confirmed. Make sure to “[Confirm Booking](#)”

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)

Finished

Before exiting the system insure you have reached the final page that states “[Finished](#)” at the top. Your reservation has now been submitted for ticketing and you will receive a confirmation shortly after this. You may now exit to your travel home page.

Finished!


You have successfully booked your trip!

Trip Record Locator : FNNHEP

This trip complies with your travel policy.
Your itinerary has been saved. Tzell Travel Group/DePrez Travel (University of Rochester) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information
Agency Hours: 8:00 a.m. - 5:30 p.m. Mon-Fri


TRIP OVERVIEW

 University of Rochester

Trip Name: Car/Hotel Reservation
Start Date: August 31, 2021
End Date: September 03, 2021
Created: July 25, 2021, William Never (Modified: July 25, 2021)
Description: (No Description Available)
Spend Authorization Number (EX: SPA12345678): TST12345678
Agency Record Locator: FNNHEP
Reservation for: William Angle Never
Total Estimated Cost: \$121.93 USD
Agency Name: Tzell Travel Group/DePrez Travel (University of Rochester)
Address:
DePrez Travel Bureau, Inc.
145 Rue De Ville, Suite 1
Rochester, NY 14618

RESERVATIONS

Tuesday, August 31, 2021

 **Hertz Car Rental at: Rochester US (ROC)**
Pick-up at: Rochester US (ROC)
Pick Up: 12:00 PM Tue Aug 31
Pick-up at: Rochester US (ROC)
Confirmation: J8344662416
Status: Confirmed

Booking Hotels

Concur makes it easy to book a hotel for an upcoming trip.

Trip Search

1. To book a hotel, from the Concur home page click the “HOTEL” tab.

The screenshot shows the Concur Trip Search interface. On the left, under 'TRIP SEARCH', there are options for 'Booking for myself' and 'Book for a guest'. Below these are icons for different travel modes: Flight, Train, Car, and Hotel. The 'Hotel' icon is highlighted with a red arrow. Under 'Mixed Flight/Train Search', there are buttons for 'Round Trip', 'One Way', and 'Multi City'. Below that are input fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station). On the right, under 'ALERTS', there is a message about Triplt. Below that, under 'COMPANY NOTES', there is a section for 'EMERGENCY TRAVEL ASSISTANCE' with contact information for DePrez Travel.

2. Enter your search criteria such as check-in and check-out dates, location and other search options, and then click on “Search”.

This screenshot shows the 'Hotel Search' form highlighted with a red border. The form includes fields for 'Check-in Date' and 'Check-out Date', a 'Search within' field (set to 5 miles from), and radio buttons for 'Airport', 'Address', and 'Reference Point / Zip Code'. There is also a 'Reference Point / Zip Code' input field and a 'Only show results showing:' dropdown. A red arrow points to the 'Search' button at the bottom of the form. The background shows the same interface as the previous screenshot, but with the 'HOTEL' tab selected.

Spend Authorization (SPA)

You will be prompted to enter your Spend Authorization number, better known as the SPA number. If you have not obtained your SPA you must exit the system and return when it is available. You will not be able to proceed past this screen without your Spend Authorization number.

1. The spend authorization number will begin with SPA followed by 8 numbers.

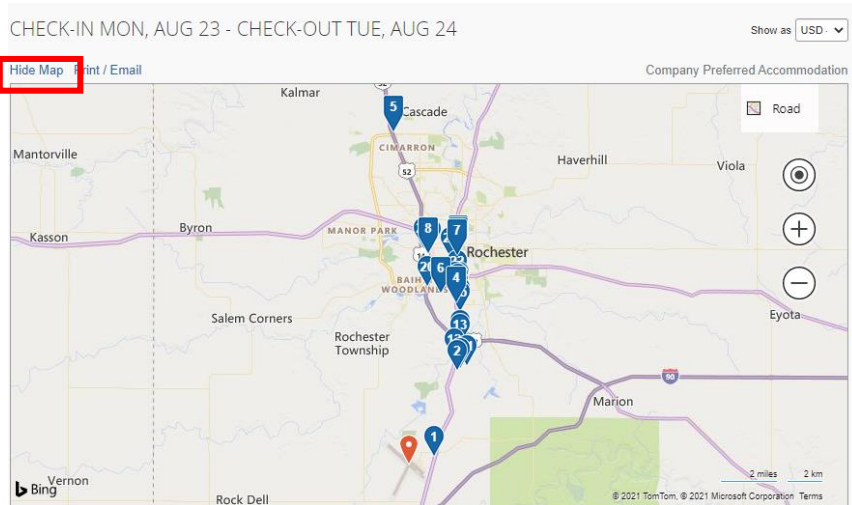
The screenshot shows the 'Welcome to Concur!' screen. It prompts the user to enter their 'Spend Authorization Number (i.e., SPA 12345678) (required)'. The input field is highlighted with a red border. At the bottom right, there are two buttons: 'Start Over' and 'Next >>'. A red arrow points to the 'Next >>' button.

2. Once you have entered your SPA click on “Next”

Hotel Results Page

On the Hotel Map, the numbered icons are the hotels located within your specified search radius

To hide the map and view more of the search results, click “Hide Map”

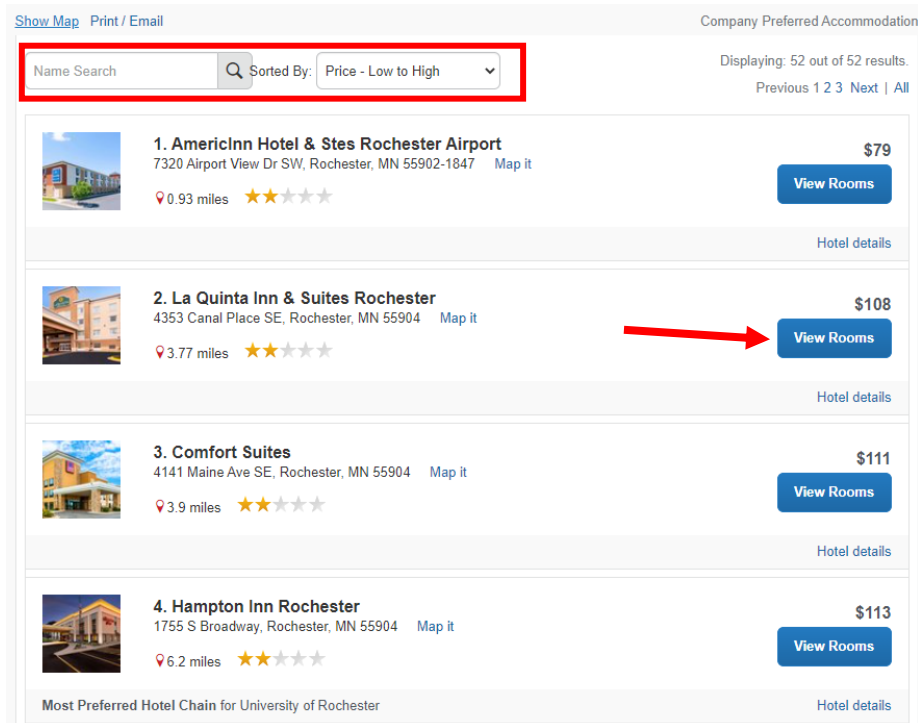


Filtering Results

Review the hotel search results. To filter the results, use the “Sorted By” fields above the list.


Room Details

To view more details and to select a specific room type, click on “View Rooms”



Company Preferred

On some hotels in your search result, you will see them listed as **Most Preferred** or **Preferred**. These are the hotels that U of R has special discounts with. It is important, when possible, to utilize these hotels.



4. Hampton Inn Rochester
1755 S Broadway, Rochester, MN 55904 [Map it](#)

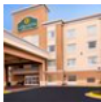
6.2 miles ★★☆☆☆

\$113
[View Rooms](#)

Most Preferred Hotel Chain for University of Rochester [Hotel details](#)

Reserving a room

Review the hotel information, room options, and cancellation policy.



2. La Quinta Inn & Suites Rochester
4353 Canal Place SE, Rochester, MN 55904 [Map it](#)

3.77 miles ★★☆☆☆

\$108
[Hide Rooms](#)

[Hotel details](#)

Room Options

Ccra - 1 Queen Nsmk With Free Wifi, Free Breakfast, Mini-fridge, Microwave, Ac, Bathtub/shower (Sabre) Rules and cancellation policy	✓	\$108
Ccra - 2 Queen Nsmk With Free Wifi, Free Breakfast, Mini-fridge, Microwave, Ac, Bathtub/shower (Sabre) Rules and cancellation policy	✓	\$108
Travel Leaders - 2 Queen Accessible Room Nsmk With Free Wifi, Free Breakfast, Mini-fridge, Accessible (Sabre) Rules and cancellation policy	✓	\$108
Travel Leaders - 1 Queen Nsmk With Free Wifi, Free Breakfast, Mini-fridge, Microwave, Ac, Bathtub/shower (Sabre) Rules and cancellation policy	✓	\$108

To reserve a room, click the price

Review and Reserve Hotel

You will see your complete hotel itinerary and can review the details.

Review and Reserve Hotel

REVIEW HOTEL ROOM

La Quinta Inn & Suites Rochester

Ccra - 1 Queen Nsmk With Free Wifi, Free Breakfast, Mini-fridge, Microwave, Ac, Bathtub/shower

1 Night | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, August 23, 2021	Tuesday, August 24, 2021	4353 Canal Place SE Rochester, Minnesota 55904 United States	507-289-4200

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

Hotel Guest

[Edit](#) | [Review all](#)

Name: William Angie Never Phone: 7138527910 Email:

Hotel Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
La Quinta Inn & Suites Rochester	\$108.30	Aug 23 - Aug 24	\$108.30
Total Estimated Cost: \$108.30*			
Total Due Now: \$0.00**			

Hotel Guest Information

Review your personal information for accuracy. Here you are able to also add any program information that you may not have added to your profile. Click on [“Add a Program”](#)

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

Hotel Guest

[Edit](#) | [Review all](#)

Name: William Angie Never Phone: 7138527910 Email:

Hotel Program [Add a Program](#)

REVIEW PRICE SUMMARY


Description	Nightly rate	Dates	Total
La Quinta Inn & Suites Rochester	\$108.30	Aug 23 - Aug 24	\$108.30
Total Estimated Cost: \$108.30*			
Total Due Now: \$0.00**			

Method of Payment

Please note you must provide a credit card to book a room reservation. If you have updated your profile with a credit card it will automatically prepopulated as the method of payment. If you have not stored a card in your profile, click [“add a credit card”](#)

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

HOTEL CARD FOR TRAVEL (...1111)  [Edit](#) [Add credit card](#)

* Indicates credit card is a company card

Adding a credit card

On the credit card page, you will enter the name on the credit card, card type, card number, expiration date and billing address. You will need to designate this card as your default for hotel bookings only. After you have updated your card information, click on "Save"

Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) *	Your name as it appears on this card *		
<input type="text"/>	<input type="text" value="William Never"/>		
Card Type *	Credit Card Number *	Expiration Date *	
<input type="text"/>	<input type="text"/>	<input type="text" value="7"/>	<input type="text" value="2021"/>

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street *	Use this address	
<input type="text" value="220F Westview Commons Blvd"/>	<input type="text" value="Home Address"/>	
City *	State *	Zip/Postal Code *
<input type="text" value="Rochester"/>	<input type="text" value="New York"/>	<input type="text" value="14624"/>
Country/Region *		
<input type="text" value="United States of America"/>		

[Cancel](#) [Reset](#) [Save](#)

Rate Details and Cancellation Policy

To proceed with your hotel booking you must scroll down and select the check box to agree to the hotel's rate rules, restrictions, and cancellation policy

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 108.30

TOTAL RATE: 124.68 USD

CANCEL 1 DAYS PRIOR TO ARRIVAL

CXL 1500 HTL TIME ON 22AUG21-

CXL 1500 HTL TIME ON 22AUG21-FEE 1 NIGHT-INCL TAX-FEES

I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#)

[Reserve Hotel and Continue](#)

Click on “Reserve Hotel and Continue”

Travel Details

You will see your complete travel itinerary. From this page you can also choose to add an additional hotel, car or Air to your itinerary.




Travel Details

TRIP OVERVIEW

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)


Trip Name: Hotel Reservation at ROCHESTER AIRPORT, ROCHESTER, MN [\(Edit\)](#)
Start Date: August 23, 2021
End Date: August 24, 2021
Created: July 25, 2021, William Never *(Modified: July 25, 2021)*
Description: (No Description Available) [\(Edit\)](#)
Spend Authorization Number (EX: SPA12345678): TST12345678
Agency Record Locator: YTMDFG
Reservation for: William Angie Never
Total Estimated Cost: \$108.30 USD [\(Details\)](#)

Add to your itinerary

 Air  Car
 Hotel

RESERVATIONS

Monday, August 23, 2021

 **La Quinta Inn & Suites Rochester** [Change](#) | [Cancel](#)

4353 Canal Place SE
Rochester, Minnesota, 55904
US
507-289-4200


Checking In: Mon Aug 23 **Confirmation: 89501EC036204**
Room 1, Days 1, Guests 1 Status: Confirmed

Checking Out: Tue Aug 24

Additional Information
Daily Rate: \$108.30 USD **Total Rate: \$108.30 USD**

Room Details
Room Description: RoomDescriptionCodeCIDCCR

Cancellation Policy
Cancellation Fees may apply!
Must Cancel 1 Day(S) Prior To Arrival.

 [Add to your Itinerary](#)

Scroll down and then click on “Next” to continue.

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](#)

Trip Booking Information

On the Trip booking Information page, notice that the Trip Name is based on the trip type and arrival cities. You can edit the Trip Name as needed. You can also provide a Trip Description and enter who you would like to send a copy of the confirmation to, if applicable. Then scroll down and click on “Next”

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
<input type="text" value="Hotel Reservation at ROCHESTER AIRPORT, ROCHESTER, MN"/>	<input type="text"/>

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

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](#)

Trip Confirmation

To finalize your reservation process, scroll down and click on “Confirm Booking”. Please note if you exit from this page your trip will not be processed and hotel reservation may not be confirmed. Make sure to “Confirm Booking”

Almost done... Please confirm this itinerary.

[Display Trip](#) [<< Previous](#) [Confirm Booking>>](#) [Cancel Trip](#)

Finished

Before exiting the system insure you have reached the final page that states “Finished” at the top. Your reservation has now been submitted for ticketing and you will receive a confirmation shortly after this. You may now exit out to the system and return to your travel home page.

Finished!

You have successfully booked your trip!

Trip Record Locator : YTMDFG

This trip complies with your travel policy. Your itinerary has been saved. Tzell Travel Group/DePrez Travel (University of Rochester) will service your itinerary. **Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.


Travel Contact Information
Agency Hours: 8:00 a.m. - 5:30 p.m. Mon-Fri

TRIP OVERVIEW

University of Rochester
Trip Name: Hotel Reservation at ROCHESTER AIRPORT, ROCHESTER, MN
Start Date: August 23, 2021
End Date: August 24, 2021
Created: July 25, 2021, William Never (Modified: July 25, 2021)
Description: (No Description Available)
Spend Authorization Number (EX: SPA12345678): TST12345678
Agency Record Locator: YTMDFG
Reservation for: William Angle Never
Total Estimated Cost: \$108.30 USD
Agency Name: Tzell Travel Group/DePrez Travel (University of Rochester)
Address:
Daprez Travel Bureau, Inc.
145 Rue De Ville, Suite 1
Rochester, NY 14618

RESERVATIONS

Monday, August 23, 2021

 **La Quinta Inn & Suites Rochester**
4353 Canal Place SE
Rochester, Minnesota, 55904
US
507-289-4200