SAP
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SAP Certified - Configuration Consultant - legacy Concur Travel Professional Edition

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Question: 1

Which component serves as the central platform that brings all other travel elements together and manages the corporate travel booking process end-to-end?
Choose the correct answer.

A. TripIt Pro
B. SAP Concur Travel
C. Global Distribution System
D. App Center Partners

Answer: B

Explanation:
• SAP Concur Travel is the core platform that brings all travel elements together (air, hotel, car, itinerary, approvals) and manages corporate travel bookings end-to-end.
• TripIt Pro is for itinerary management, GDS is a supplier system, and App Center Partners are integrations.

Question: 2

Which element determines the travel rules a user sees during a search and booking?
Choose the correct answer.

A. Rule class
B. Group membership
C. Org.Unit
D. Assigned corporate card

Answer: A

Explanation:
• In SAP Concur Travel, the Rule Class determines the specific travel rules and policies a user sees when searching and booking travel.
• While Groups and Org.Unit help manage users and permissions, the Rule Class is the actual element that defines allowable flights, hotels, booking limits, and approvals for that user.
• The assigned corporate card does not determine policy visibility.

Question: 3

What is the purpose of assigning users to Groups in SAP Concur Travel?

Choose the correct answer.

A. To apply car discounts
B. To control travel policy rules
C. To assign permissions, reports, and corporate ghost cards
D. To determine which GDS configuration is used

Answer: C

Explanation:
• Assigning users to Groups in Concur controls access and permissions (reports, corporate cards, and admin features).
• Travel policy rules are applied via the Policy assignments, not directly via Groups.
• Groups are more about permissions and access rather than directly controlling rules.

Question: 4

What is the primary purpose of Concur TripLink within the travel program?
Choose the correct answer.

A. To provide access to negotiated rates and discounts
B. To organize itineraries and send real-time travel alerts
C. To capture travel reservations, even when booked outside traditional channels
D. To connect directly to supplier inventory through API connections

Answer: C

Explanation:
• TripLink ensures all travel reservations, including those booked directly with airlines or hotels outside Concur, are captured for compliance and reporting.
• It is not primarily for negotiated rates, itineraries, or API connections.

Question: 5

Which of the following is required for a user to access Concur Travel Administration Resources directly from the Concur Travel home page?
Choose the correct answer.

A. Access to the SAP Help Portal
B. Assignment of Administration permissions
C. A link provided by their Travel Management Company
D. Use of a mobile device

Answer: B

Explanation:
• Only users with administration permissions can access the Concur Travel Admin Resources directly.
• Mobile devices, TMC links, or SAP Help Portal access do not grant direct access.

Question: 6

Which permission is required to access Company Admin?
Choose the correct answer.

A. Report Admin
B. Travel Wizard User
C. Company Administration
D. Guest Booking

Answer: C

Explanation:
Company Administration permission grants access to all administrative functions, including travel, expense, and global configuration.

Question: 7

What are the five sections that organize the content on the Concur Travel Administration Resources page?
Choose the correct answer.

A. Overview, Settings, Tools, Reports, Support
B. Setup, Admin, Features, Policies, Help
C. Discover, What's New, Implement, Integrate, Use
D. Home, Updates, Configuration, Integration, Reference

Answer: C

Explanation:
The page is structured around these five functional sections to guide administrators through learning and using Concur Travel efficiently.

Question: 8

What are the two options you can select to access Approval Queues?
There are two correct answers.

A. Manage Approval Queues in the left menu panel
B. Administer Approval Requests in the center menu
C. Approval Queues in the left menu panel

D. Administer Approval Queues in the center menu

Answer: C,D

Question: 9

What is the purpose of Approval Queues?
Choose the correct answer.

A. To create approval queues
B. To reassign approval requests
C. To delete approval requests
D. To import approval queues

Answer: B

Question: 10

When looking for approval requests without an approver assigned, what option do you need to select?
Choose the correct answer.

A. User Admin
B. Travel Admin
C. Company Admin
D. Trip Admin

Answer: C

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