

Register once, benefit long term

This is how travellers can register easily to use the Lufthansa Travel & Expense interface with SAP Concur:



Fulfil the conditions

Two conditions must be fulfilled in order to be able to use the Lufthansa Travel & Expense interface with SAP Concur:

1. Your **company is a SAP Concur customer** and has activated the **interface with Lufthansa**.
2. **Travellers are Miles & More members** and have their own Miles & More number.



Link profiles

Employees can link their Miles & More profile with the SAP Concur profile.

Book and pay securely at lufthansa.com

The Lufthansa Travel & Expense interface with SAP Concur supports all lufthansa.com forms of payment. Availability of individual payment options varies according to country. If your company has a single company credit card number, ensure that the travellers can access it.



Receive confirmation

Employees then receive a **confirmation email**. If you would like further details about the Lufthansa Travel & Expense interface with SAP Concur, the email contains a link to the information page at lufthansa.com



Lufthansa

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An easy way to book trips and manage travel expenses with SAP Concur:



Log in and book

To book a trip, log in at [lufthansa.com](https://www.lufthansa.com) – it's easy with your Miles & More number. You will be automatically identified as a user of the Lufthansa Travel & Expense interface with SAP Concur.



Travel on Duty

Select "Travel on Duty" when you want to book a business trip, and you will immediately receive your company's individually agreed conditions. These apply to all bookings of flights and extra services at [lufthansa.com](https://www.lufthansa.com)

Good to know:

By selecting "Travel on Duty" your booking details will be automatically transferred into SAP Concur, where they are available for you to consult. If you would like to travel privately, please select "Private Travel" – your details will not be transferred into SAP Concur.



Completely automatic

After every booking your Travel & Expense details are transferred into SAP Concur.



Very convenient

In your SAP Concur Portal you always have access to all your travel details and expenses, and can re-use them and analyse them as required.



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