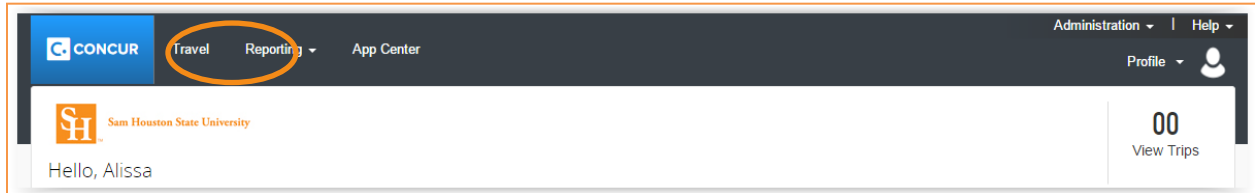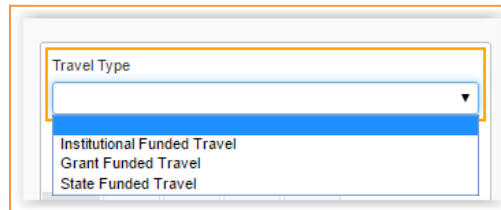# Concur Online Travel Booking Tool: Booking Hotel

Prior to booking travel you must complete your **Concur Travel Profile**. (See the Completing Your Profile Job Aid.)

1. Log into Concur and select the **Travel** option from the top header.


2. Select your **Travel Type** from the drop down.

3. Click the tab for **Hotel Search**.
   a. Select or enter your **Check-in Date** and **Check-out Date**.
   b. You can search for a hotel using the following reference points: **Airport**, **Address**, **Company Location** or **Reference Point** (Statue of Liberty, Grand Canyon, etc.)**/Zip Code**.

Note: To help narrow down your search results you can enter part of the hotel name in the **With names containing** box.
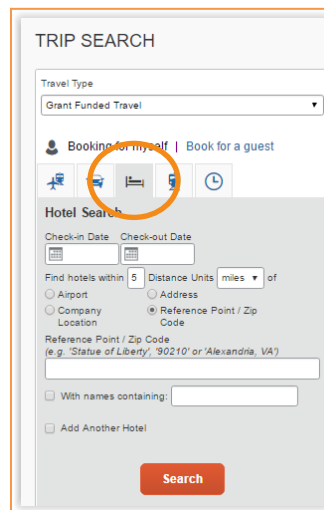
4. Select **Search**.

5. **Hotel Per Diem Locations Page** will identify the government per diem rate. It will default to the city used to search, but can be changed as needed. Take note of the **Lodging Rate** and select **Next** to continue.

6. To change the display of the results, select the preferred sort option.

7. Each hotel that is listed in the results will have the following available.
   a. Property name and address
   b. Distance from search reference point
   c. Star rating
   d. Avg. price
   e. View Rooms link
   f. Hotel details link

8. The **Hotel details** link contains all the important information about the hotel. This may include: Check in/Checkout times, Cancellation penalty, Address, Phone number, Pet policy and other important information specific to that hotel.
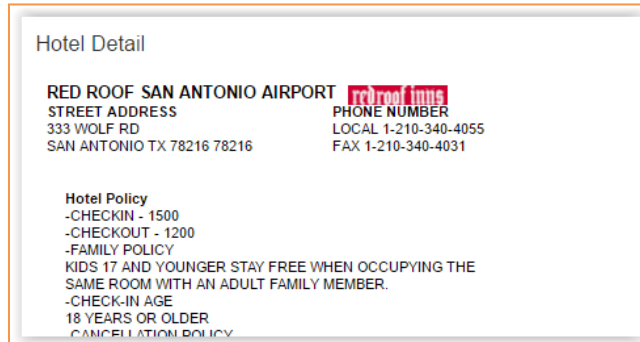
9. To view the Room Types available at a specific property select **View Rooms**.
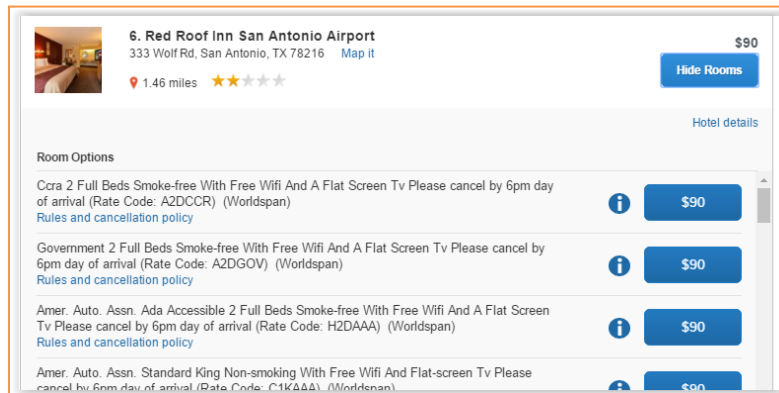
10. Review the **Room Options** and select the Blue Price button next to the preferred room option. Note the cancellation penalty and included amenities.

11. Once the room is selected review the **Review and Reserve Hotel** page.
    a. Review Hotel Room – Verify the dates and location information.
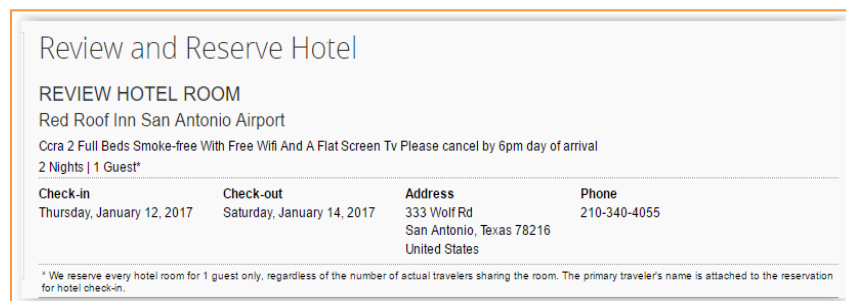
    b. **Provide Hotel Room Preferences** – Enter hotel preferences. **Note**: Hotel preferences are not guaranteed.

PROVIDE HOTEL ROOM PREFERENCES
Your preferences and comments will be passed to the hotel.
Comments (30 character max)
Ex: Need early check-in (10am)
☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

c. Confirm/**Enter Hotel Guest Information** – Verify the **Hotel Guest** name. Add any **Hotel Program** information. (Note: This information comes from the traveler's profile.)

ENTER HOTEL GUEST INFORMATION
Ensure the name below matches the I.D. shown on the day of check-in. ❷

Hotel Guest   Edit | Review all
Name: Alissa Lyn Flynn   **Phone:** 210-555-1212   aflynn@ctp-travel.com ▾

Hotel Program Add a Program
No Program selected ▾

d. **Review Price Summary** – Payment will be made directly to the hotel at the time of check-in.

REVIEW PRICE SUMMARY

Description	Average Nightly Rate	Dates	Total
Red Roof Inn San Antonio Airport	~$89.99	Jan 12 - Jan 14	$179.98
		Total Estimated Cost : $179.98*	
		Total Due Now: $0.00**	

~ Rate changes over duration of stay. Amount shown is the average nightly rate.
* May not include taxes or additional fees.
** Remaining amount due at hotel location.

e. **Select A Method of Payment** – The credit card will be used to guarantee the reservation and will not be charged at the time of booking.

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.
Please choose a credit card. ▾ ❷   Add credit card
* Indicates credit card is a company card

f. **Accept Rate Details and Cancellation Policy** – Review the rate details, pricing and cancellation policy. **Note**: To agree with the hotel policies, select the box next to **I 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.

Red Roof Inn San Antonio Airport

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:
RATE CHANGES OVER DURATION OF STAY

Hotel Rates

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

       g.   Select **Reserve Hotel and Continue.**

12. Review the **Travel Details** Page. On this page you can review what was booked and you can **Change/Cancel** what you've selected and or **add Air or Car** to the booking. Select **Nex**t to Continue.

13. **Trip Booking Information** – On this page,
       a.   You are given the opportunity to customize your **Trip Name** and create a **Trip Description**.
       b.   You can **Add Comments for the Travel Agent** (an additional fee will not be incurred.)
       c.   **Send a copy of the confirmation** to another email address.
       d.   You'll need to provide the following information specific to the trip.
            i.   **Requisition Number**
          ii.   **Fund**
        iii.   **Org**
        iv.   **Account**
         v.   **Program**
       e.   You will designate whether you want to use an unused ticket (if there is one available) for this reservation.

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name
This will appear in your upcoming trip list.

Trip from Houston to Washington

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: ?

Send my email confirmation as
● HTML ○ Plain-text

Requisition Number [Required]

Fund [Required]

Org [Required]

Account [Required]

Program [Required]

Any Unused Tickets in your concur profile to apply? (agent will search your profile for your credit) [Required]

You may HOLD this reservation until: 08/11/2016 12:55 am Eastern

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   Hold Trip   << Previous   Next >>   Cancel

Note: On this page you can select **Hold Trip**. The reservation will be held for approximately 24 hours. The exact time it can be held will be displayed. This does not guarantee the fare.

14. Select **Next.**
15. The **Trip Confirmation** page is the final step. Select **Confirm Booking** to complete your reservation.