**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.

![Hotel Per Diem Locations](image1)

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

![Sort Options](image2)

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

![Sample Hotel](image3)
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.

![Hotel Detail Image]

9. To view the Room Types available at a specific property select **View Rooms**.

![View Rooms Image]

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.
   - Review Hotel Room – Verify the dates and location information.

   ![Review and Reserve Hotel Image]

   - **Provide Hotel Room Preferences** – Enter hotel preferences. **Note**: Hotel preferences are not guaranteed.
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.)

![Confirm/Enter Hotel Guest Information](image)


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

![Review Price Summary](image)


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](image)


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.**
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 Next 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.
**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.