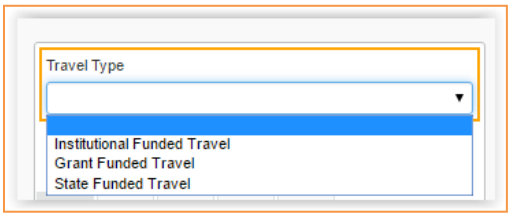
Sam Houston State University

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.)

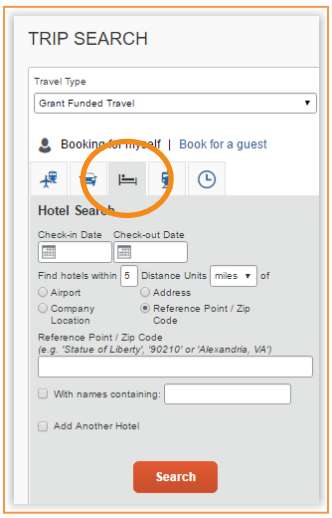
1. Log into Concur and select the **Travel** option from the top header.

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



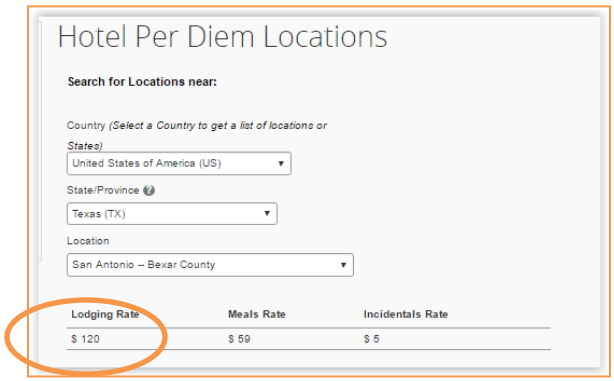
3. Click the tab for **Hotel Search**.
   a. Select or enter your **Check-in Date** and **Check-out Date**.
   b. You can search for a hotel using the following reference points: **Airport**, **Address**, **Company Location** or **Reference Point** (Statue of Liberty, Grand Canyon, etc.)**/Zip Code**.

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

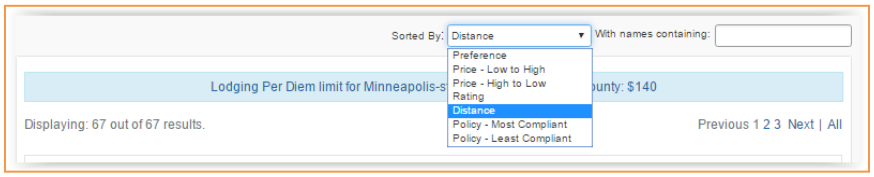


4. Select **Search**.

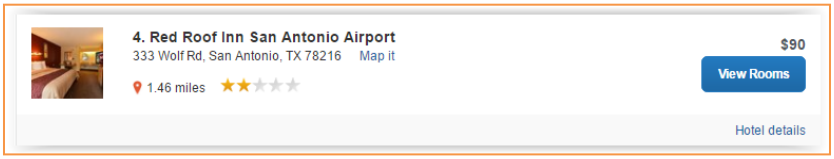
5. **Hotel Per Diem Locations Page** will identify the government per diem rate. It will default to the city used to search, but can be changed as needed. Take note of the **Lodging Rate** and select **Next** to continue.



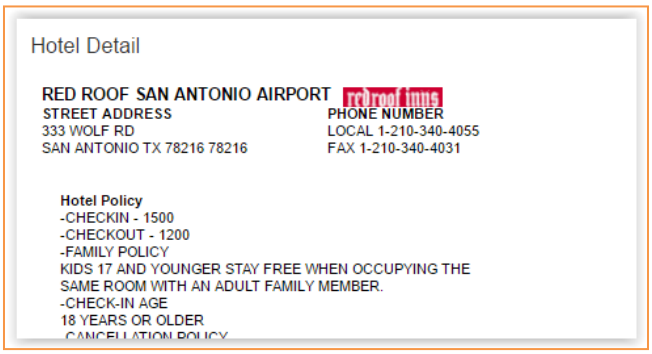
6. To change the display of the results, select the preferred sort option.



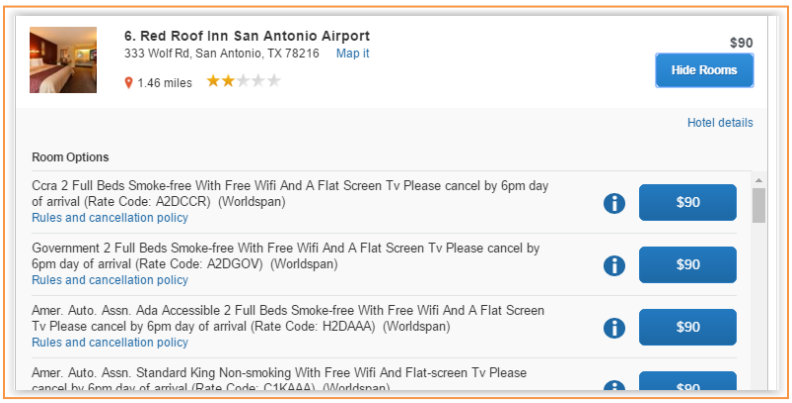
7. Each hotel that is listed in the results will have the following available.
    a. Property name and address
    b. Distance from search reference point
    c. Star rating
    d. Avg. price
    e. View Rooms link
    f. Hotel details link



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.

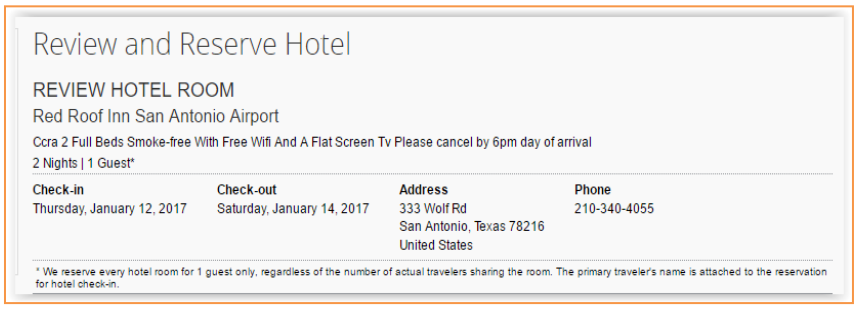


9. To view the Room Types available at a specific property select **View Rooms**.

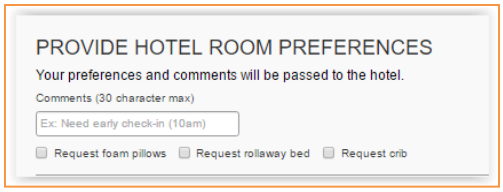


10. Review the **Room Options** and select the Blue Price button next to the preferred room option. Note the cancellation penalty and included amenities.

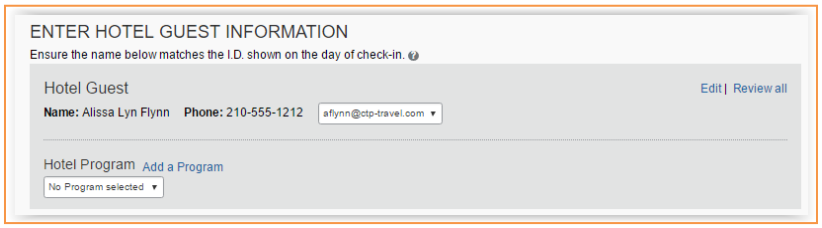
11. Once the room is selected review the **Review and Reserve Hotel** page.
    a. Review Hotel Room – Verify the dates and location information.



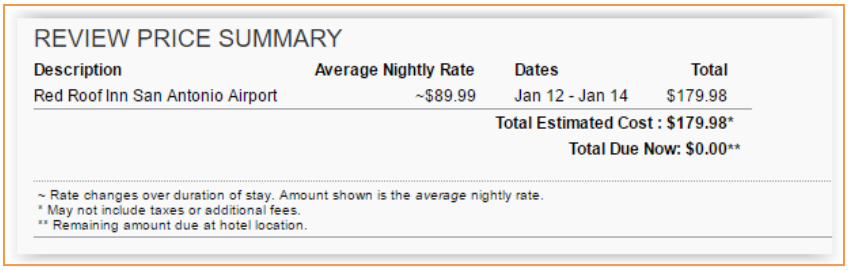
    b. **Provide Hotel Room Preferences** – Enter hotel preferences. **Note**: Hotel preferences are not guaranteed.



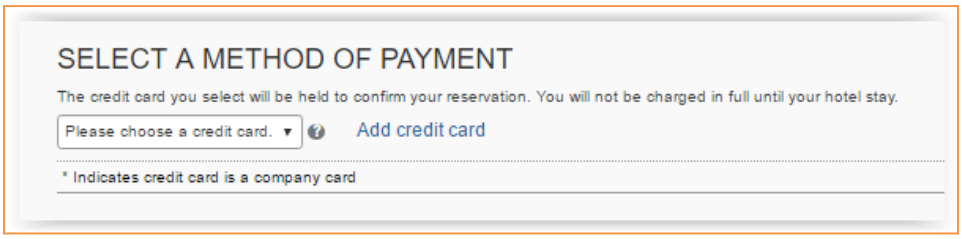
c. Confirm/**Enter Hotel Guest Information** – Verify the **Hotel Guest** name. Add any **Hotel Program** information. (Note: This information comes from the traveler's profile.)



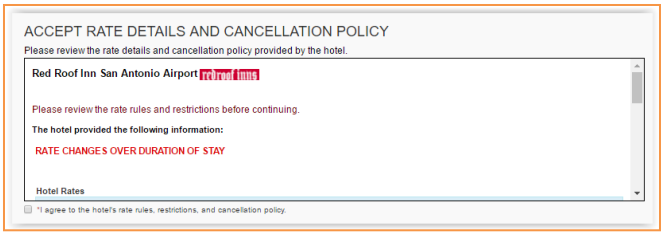
d. **Review Price Summary** – Payment will be made directly to the hotel at the time of check-in.



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.



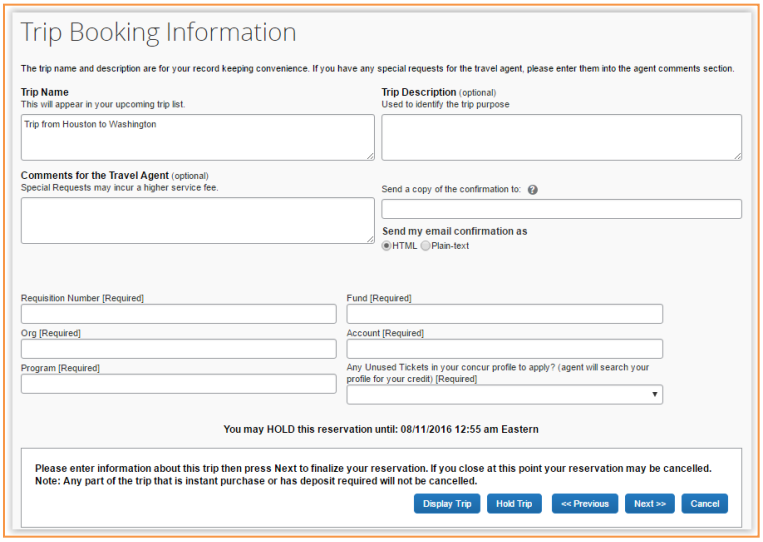
f. **Accept Rate Details and Cancellation Policy** – Review the rate details, pricing and cancellation policy. **Note**: To agree with the hotel policies, select the box next to **I agree to the hotel's rate rules, restrictions, and cancellation policy**.



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 **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.



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.