

CONCUR BOOKING HOTEL

SAP Concur  Requests **Travel** Expense Approvals Reporting ▾ App Center



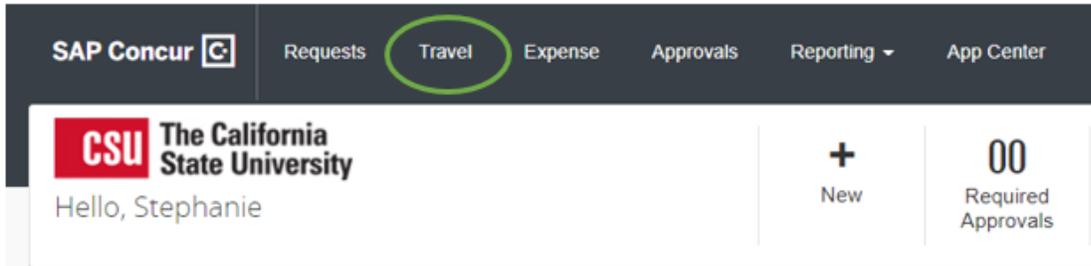
CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Booking Hotel

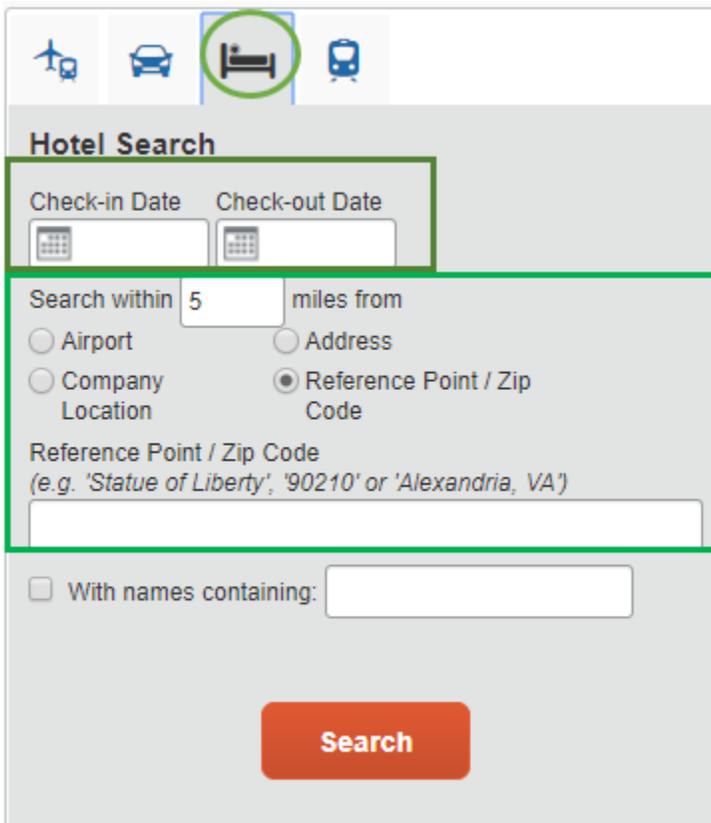
1. Policy states you must have an approved Request before booking car, hotel, air, or train in Concur. *Before committing any funds for university travel, including conference fees, etc. all University Travelers must receive authorization to travel.*

ALWAYS START WITH AN APPROVED REQUEST.

2. Select Travel



3. For Hotel, Select Hotel Icon
4. Enter Check-In Date and Check-Out Date
5. Enter Reference Point or Address of hotel.
6. Click Search



The screenshot shows the 'Hotel Search' form. At the top, there are four icons: an airplane, a car, a hotel bed (highlighted with a green circle), and a train. Below the icons, the form is titled 'Hotel Search'. It contains several input fields and options:

- Check-in Date and Check-out Date (both with calendar icons)
- Search within 5 miles from (with a dropdown menu)
- Radio buttons for search criteria: Airport, Address, Company Location, and Reference Point / Zip Code (selected).
- Reference Point / Zip Code input field with a placeholder: '(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')
- With names containing: input field
- A large orange 'Search' button at the bottom.

7. In next window, review and select your hotel options. You can also [Change Search](#). [Change Search](#) allows you to change reference point and booking dates

The screenshot shows a hotel search interface. On the left, there is a 'Trip Summary' section with 'Select a Hotel' and 'Finalize Trip' buttons. Below this is a 'Change Search' button, which is circled in red. Underneath 'Change Search' are fields for 'Check-in Date' (10/07/2019) and 'Check-out Date' (10/09/2019), a 'Search within' dropdown (10 miles from), and radio buttons for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code'. The 'Reference Point / Zip Code' field contains 'Sacramento, CA'. Below these fields is a 'Search' button. To the right of the search fields is a map of Sacramento, CA, showing various neighborhoods and hotel locations marked with numbered pins. Below the map is a 'Name Search' field and a 'Sorted By' dropdown set to 'Custom'. Below the search results, there are two hotel listings: '1. Courtyard Sacramento Midtown' and '2. Best Western Sandman Motel'. Each listing includes the hotel name, address, distance, rating, and a 'Get Rates' button.

8. Select your Hotel.(View Rates) ****PLEASE NOTE: ALL government rates will display.**

The screenshot shows a hotel room selection page for '21. Larkspur Landing' in Sacramento, CA. The hotel name, address (555 Howe Ave, Sacramento, CA 95825), and a 'Map it' link are displayed. The price is \$140, and there is a 'Hide Rooms' button. Below this is a 'Hotel details' section. Under 'Room Options', there are five room types listed with their respective prices and cancellation policies:

Room Option	Price
Aaa Rate Studio Suite-queen Bed -free Contl Bkfst -free Parking -free Wifi -full Kitchen Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	\$170
Federal Government Rate 1br Suite-king Bed-free Contl Bkfst-free Parking-free Wifi-full Kitchen Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	\$180
Federal Government Rate 1br Suite-queen Bed-free Contl Bkfst-free Parking-free Wifi-full Kitchen-ada Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	\$180
Federal Government Rate 1br Suite-one Queen Bed-sofa-contl Bkfst-free Parking-free Wifi-bath Amenities-ada Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	\$180
Standard Rate Studio Suite-queen Bed -free Contl Bkfst -free Parking -free Wifi -full Kitchen Please cancel 1 day before arrival (Worldspan) Rules and cancellation policy	\$189

9. Travel Details – Review and Reserve Hotel. Then scroll to the bottom of the page to continue the reservation process. Click Reserve Hotel and Continue.

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Larkspur Landing synxis

You have selected a hotel that requires a deposit. This deposit may be non-refundable.

The hotel provided the following information:

CANCELS ALWAYS CHARGED-CXL FEE FULL STAY-INCL TAX-FEES-
RESERVATIONS AT THIS SPECIAL RATE MAY NOT BE CANCELLED OR
CHANGED AND ARE NOT ELIGIBLE FOR REFUND

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

[Back](#) [Reserve Hotel and Continue](#)

10. The trip still HAS NOT YET BEEN CONFIRMED. Review Travel Details and Hotel Reservations. Scroll to bottom of page and click **Next**

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.

[Next >>](#) [Cancel Trip](#)

11. Trip Booking Information – Add Trip Name and Trip Description for record keeping. Then Click Next at bottom of page.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Hotel Reservation at SACRAMENTO, CA, USA

Tript Privacy

Share trip destination and dates with your Tript Connections and Groups.

Make this trip private

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 << Previous **Next >>** Cancel Trip

12. Almost Done! Confirm Booking to book trip.

Almost done... Please confirm this itinerary.

Display Trip << Previous **Confirm Booking>>** Cancel Trip

13. Open your Trip Library to view upcoming trips. You can Cancel or change your trip here.

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Trip Library

Search Trip Names

Dates To Use: Booking Dates Travel Dates

Date Range: 02/28/2019 - 08/30/2019

Include withdrawn trips **Search**

Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Concur Higher Ed Leadership Foru (28P5PU)	Ticketed	08/12/2019	11/18/2019	11/21/2019	Cancel Trip

Manage your trip details in one place.