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

   ![Concur Hotel Interface](image)

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
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.

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

10. The trip still HAS NOT YET BEEN CONFIRMED. Review Travel Details and Hotel Reservations. Scroll to bottom of page and click **Next**
11. Trip Booking Information – Add Trip Name and Trip Description for record keeping. Then Click Next at bottom of page.


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