

Quick Guide: Concur Booking Hotel

Guide Overview

This Guide will take you through the basic steps for the online booking of hotels.


Accessing Concur

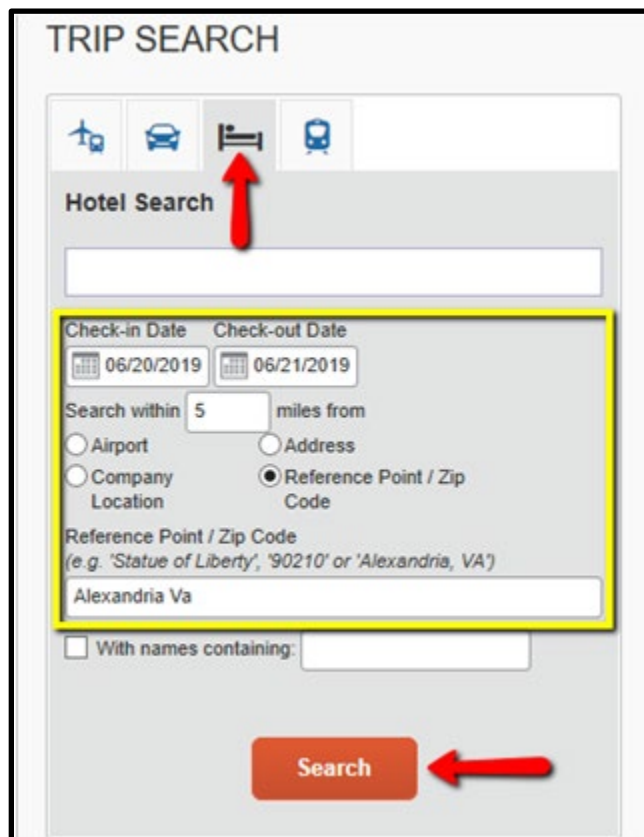
Go to bronchotravel.uco.edu and login with your UCO credentials.

Trip Search – Hotel

Please note, **Booking Online** without airfare will incur a **\$3.00 fee**. There is no additional fee when booking a hotel in conjunction with airfare. The booking tool cannot be used to reserve conference designated hotels. Conference designated hotels must be purchased, with your Individual Travel Card, through the conference website or directly with the hotel.

Hotel

1. From the **Trip Search** on the left side of the Concur homepage, click on the **Hotel**  icon.
2. Enter the **Check-in** and **Check-out dates**.
3. Enter the **Search Radius** based on the location of your travel objective.
4. Click **Search**.



The screenshot displays the 'TRIP SEARCH' interface. At the top, there are four icons: an airplane, a car, a hotel, and a train. The hotel icon is highlighted with a red arrow. Below the icons is a 'Hotel Search' section with a search input field. Underneath, there are two date pickers for 'Check-in Date' (06/20/2019) and 'Check-out Date' (06/21/2019). Below the dates, there is a 'Search within' field set to '5' miles from, with radio buttons for 'Airport', 'Address', 'Company Location', and 'Reference Point / Zip Code'. The 'Reference Point / Zip Code' option is selected. Below this, there is a text input field for the 'Reference Point / Zip Code' with the example text '(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')' and the entered text 'Alexandria Va'. At the bottom, there is a 'Search' button highlighted with a red arrow.

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5. Verify the **location city** for your Per Diem Hotel.

Hotel Per Diem Locations

Search for Locations near:

Country *(Select a Country to get a list of locations or States)*
United States of America (US) ▼

State/Province ⓘ
Virginia (VA) ▼

Location
Alexandria -- Alexandria (city) ▼

Lodging Rate	Meals Rate	Incidentals Rate
\$ 251	\$ 71	\$ 5

6. Click **Next**.

Please choose the per diem location for your hotel

[Start Over](#) [<< Previous](#) [Next >>](#)

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7. Use the filter set on the left side of the page to narrow down the search.

Change Search ▾

Price ▲

\$145 - \$559

Display Settings ▲

Hide Sold Out

Property Brand ▲

Chain Superchain

- AC Hotels (1)
- Autograph (2)
- Best Western (1)
- Comfort Inns (3)
- Courtyard (3)
- Crowne Plaza (2)

[Check All](#) | [Reset](#)

Amenities ▲

- Breakfast (47)
- Broadband Internet (78)
- Business center (67)
- Convention center (0)
- Dry cleaning (61)
- Fitness center (68)

Amenities may change over time and without notice. Not all accommodations have provided their amenities list.

Hide Map Print / Email

Company Preferred Accommodation

2500 feet 1 km

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Lodging Per Diem limit for Alexandria -- Alexandria (city): \$251.00

8. Click **View Rooms** to see available rates, amenities and cancellation policies.

8. Hilton Garden Inn Alexandria Old Town

1620 Prince Street, Alexandria, VA 22314 [Map it](#)

0.61 miles ★★★★★

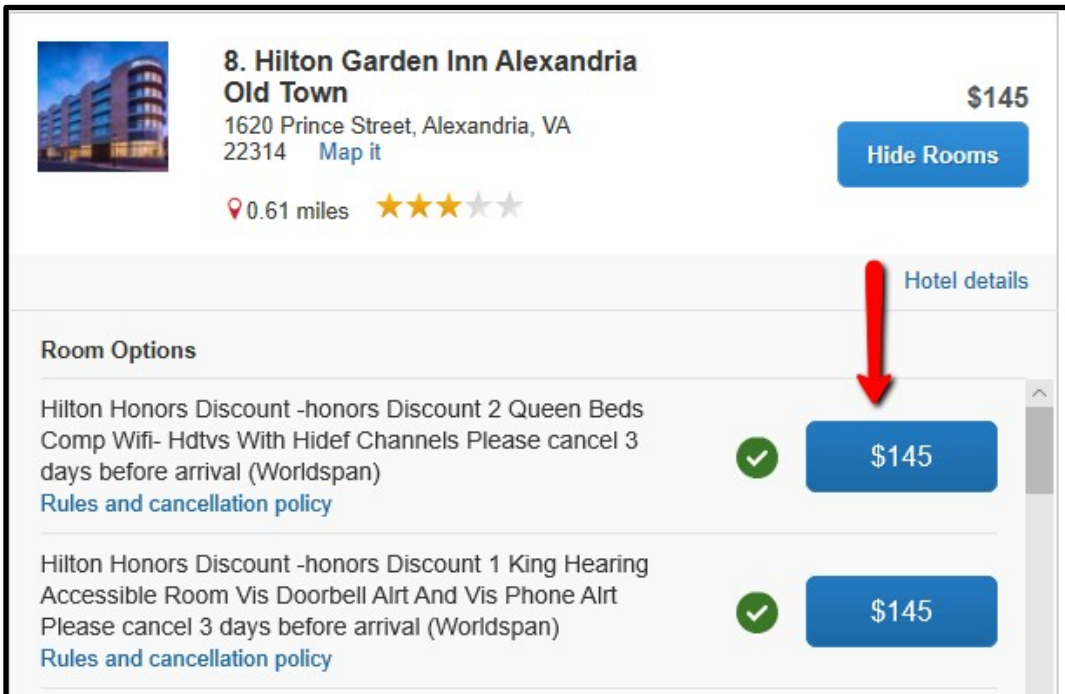
\$145

[View Rooms](#)

[Hotel details](#)

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9. Once the hotel has been chosen, click the blue button with the correct **price**.



8. Hilton Garden Inn Alexandria Old Town
1620 Prince Street, Alexandria, VA 22314 [Map it](#) **\$145**
[Hide Rooms](#)

0.61 miles ★★☆☆☆ [Hotel details](#)

Room Options

Hilton Honors Discount -honors Discount 2 Queen Beds Comp Wifi- Hdtvs With Hdef Channels Please cancel 3 days before arrival (Worldspan) ✓ **\$145**
[Rules and cancellation policy](#)

Hilton Honors Discount -honors Discount 1 King Hearing Accessible Room Vis Doorbell Alrt And Vis Phone Alrt Please cancel 3 days before arrival (Worldspan) ✓ **\$145**
[Rules and cancellation policy](#)

10. If the hotel is above the **GSA rate**, you will be prompted to provide a reason for choosing the selected hotel.

Travel Rule Triggered

This hotel is not in compliance with the following travel rule(s):

⚠ Hotel Rate is greater than the government location based per diem rate plus 1 dollars

-- Please Choose a Reason --

Please explain why you have chosen this hotel. NOTE: We will log all hotels which you did not take.

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Next, the **Review and Reserve Hotel** page appears. Scroll through the page and review the room details, pricing information and payment method. Please note that a default payment method can be added in your **Profile**. See the document on **Profile** for more information.

Review and Reserve Hotel

REVIEW HOTEL ROOM

Hilton Garden Inn Alexandria Old Town
Hilton Honors Discount -honors Discount 2 Queen Beds Comp Wifi- Hdtvs With Hidef Channels Please cancel 3 days before arrival
1 Night | 1 Guest*

Check-in	Check-out	Address
Thursday, June 20, 2019	Friday, June 21, 2019	1620 Prince Street Alexandria, Virginia 22314 United States

Phone
[703-302-8300](tel:703-302-8300)

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.


REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Hilton Garden Inn Alexandria Old Town	\$145.04	Jun 20 - Jun 21	\$145.04
			Total Estimated Cost: \$145.04*
			Total Due Now: \$0.00**

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

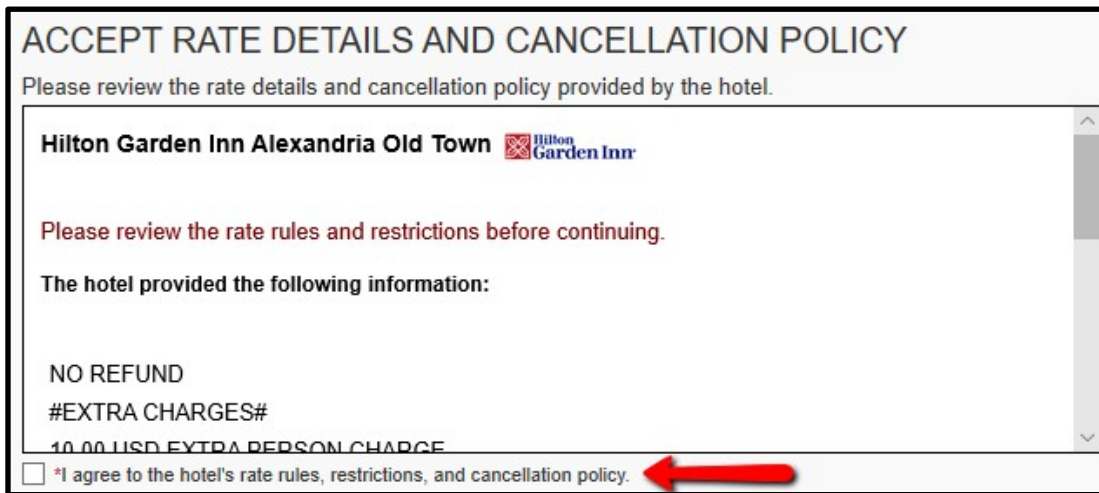
The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

There are no credit cards defined.  [Add credit card](#)

* Indicates credit card is a company card


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11. Click **I agree to the above rules, restrictions, and cancellation policy.**



ACCEPT RATE DETAILS AND CANCELLATION POLICY


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

Hilton Garden Inn Alexandria Old Town 

Please review the rate rules and restrictions before continuing.


The hotel provided the following information:

NO REFUND
#EXTRA CHARGES#
10.00 USD EXTRA PERSON CHARGE

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

12. Click **Reserve Hotel and Continue.**



Back **Reserve Hotel and Continue** 

13. Next the **Trip Booking** page appears. The Trip Name will default with the From and To locations but the name can be changed. You can also enter in a Trip Description to further clarify the travel objective.
14. Next, the **Trip Confirmation** page appears. Click **Confirm Booking** to send your request to the travel agency.
15. The **Finished!** Screen shows your confirmation number and you will soon receive an email with the itinerary listed.

Note if you need to cancel the **Hotel**, most can be canceled within 24 hours without penalty however, please refer to your specific reservation for more details.