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.

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

![Hotel Per Diem Locations](image)

6. Click **Next**.
7. Use the filter set on the left side of the page to narrow down the search.

8. Click **View Rooms** to see available rates, amenities and cancellation policies.
9. Once the hotel has been chosen, click the blue button with the correct price.

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

**REVIEW HOTEL ROOM**
Hilton Garden Inn Alexandria Old Town
Hilton Honors Discount honors Discount 2 Queen Beds Comp WiFi Hdtvs With Htldef Channels Please cancel 3 days before arrival
1 Night | 1 Guest*

<table>
<thead>
<tr>
<th>Check-in</th>
<th>Check-out</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 20, 2019</td>
<td>Friday, June 21, 2019</td>
<td>1620 Prince Street</td>
</tr>
</tbody>
</table>

**Phone**
703-302-6300

*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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Nightly rate</th>
<th>Dates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Garden Inn Alexandria Old Town</td>
<td>$145.04</td>
<td>Jun 20 - Jun 21</td>
<td>$145.04</td>
</tr>
</tbody>
</table>

**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](image)

* Indicates credit card is a company card.
11. Click I agree to the above rules, restrictions, and cancellation policy.

12. Click 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.