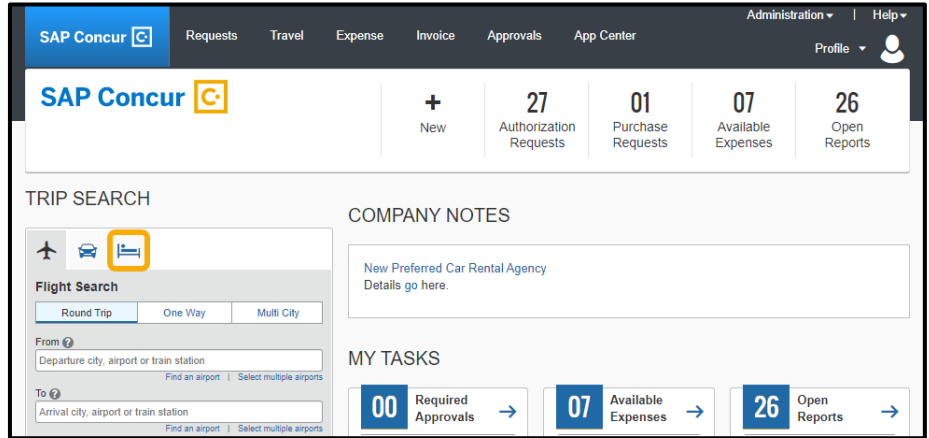


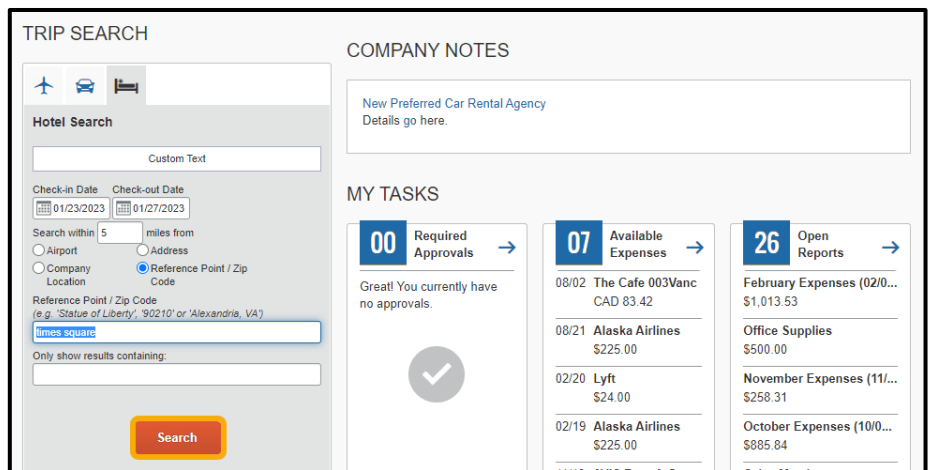
Booking a Hotel

SAP Concur makes it easy to book a hotel for an upcoming trip.

1. To book a hotel, from the SAP Concur home page, select the **Hotel** tab.

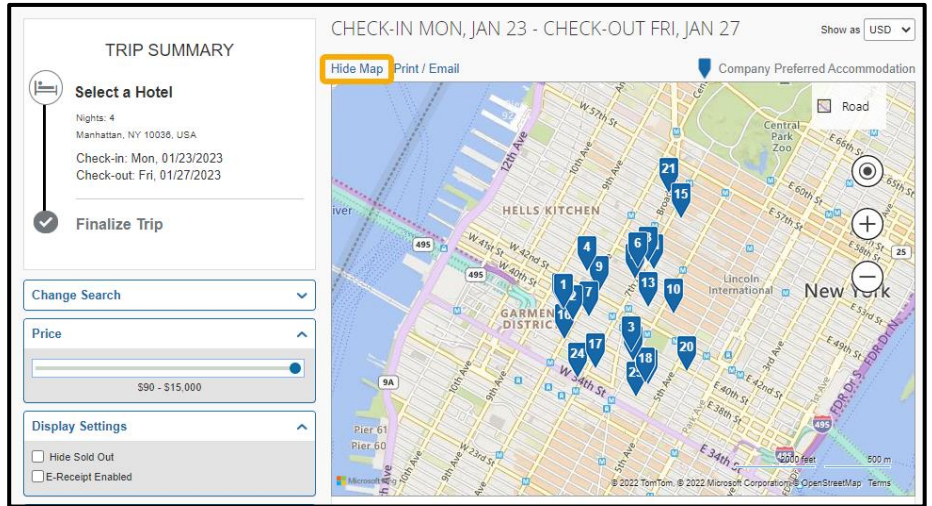


2. Enter your search criteria, such as check-in and check-out dates, location, and other search options, and then select **Search**.



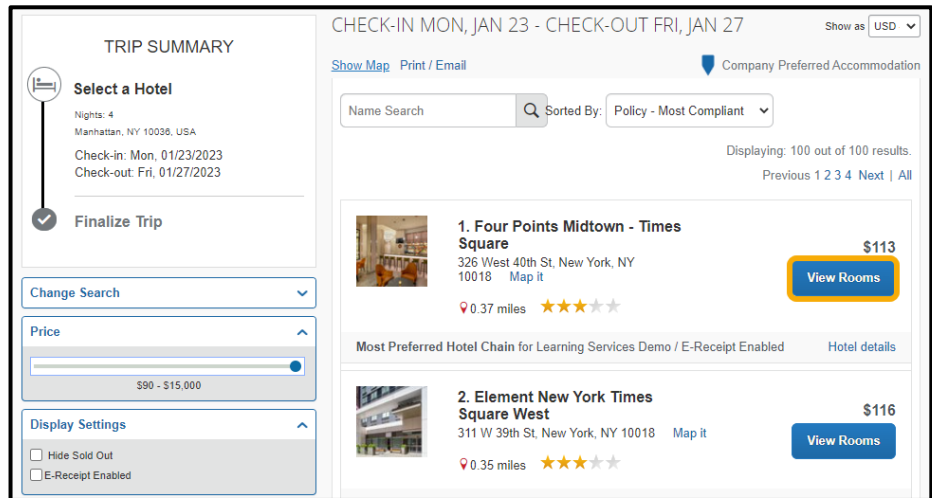
On the Hotel map, the numbered icons are the hotels located within your specified search radius.

- To hide the map and view more of the search results, select **Hide Map**.



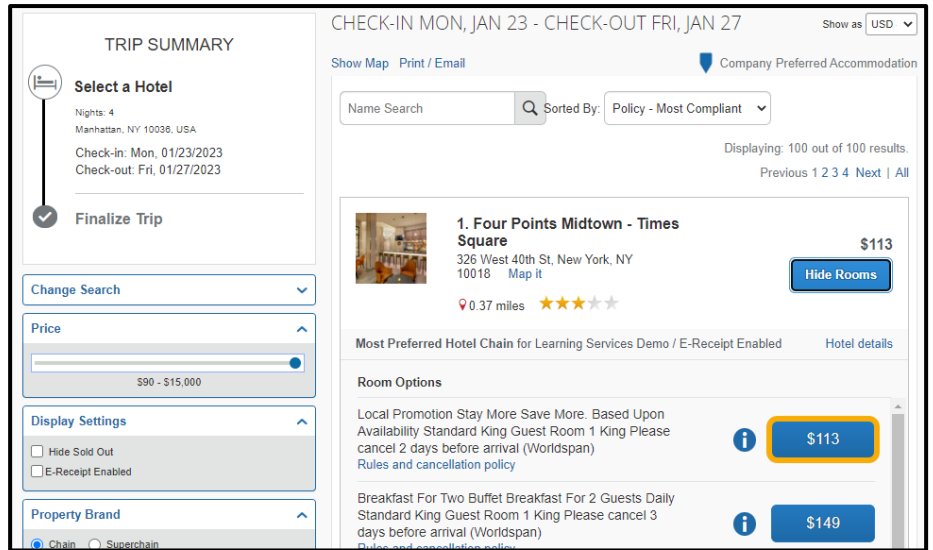
Review the hotel search results. To filter the results, use the **Sorted By:** fields above the list.

- To view more details and to select a specific room type, select **View Rooms**.

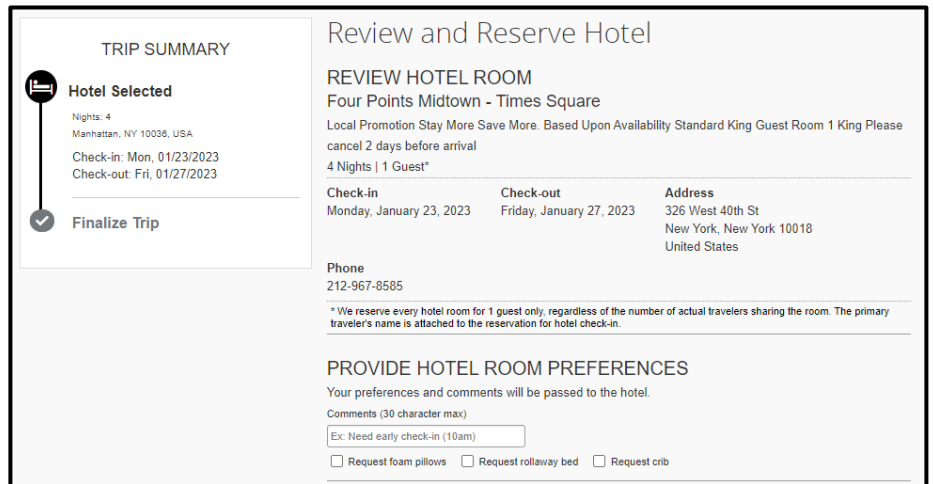


Review the hotel information, room options, and cancellation policy.

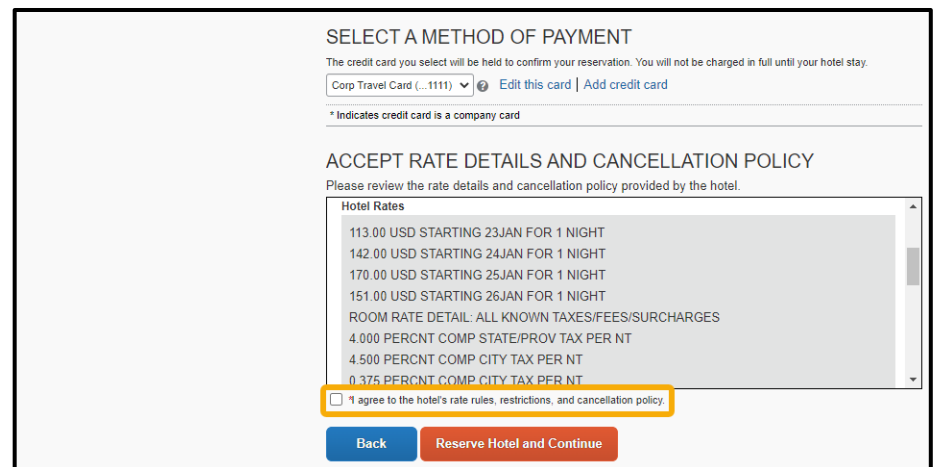
- To reserve a room, select the price.



You will see your complete hotel itinerary and can review the details.



- Scroll down and select the check box to agree to the hotel's rate rules, restrictions, and cancellation policy.



7. To finalize your hotel reservation, select **Reserve Hotel and Continue**.

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.

Corp Travel Card (...1111) [Edit this card](#) | [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Hotel Rates

113.00 USD STARTING 23JAN FOR 1 NIGHT

142.00 USD STARTING 24JAN FOR 1 NIGHT

170.00 USD STARTING 25JAN FOR 1 NIGHT

151.00 USD STARTING 26JAN FOR 1 NIGHT

ROOM RATE DETAIL: ALL KNOWN TAXES/FEEES/SURCHARGES

4.000 PERCENT COMP STATE/PROV TAX PER NT

4.500 PERCENT COMP CITY TAX PER NT


0.375 PERCENT COMP CITY TAX PER NT

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

Back
Reserve Hotel and Continue



You will see your complete hotel itinerary and can review the details.

TRIP SUMMARY

 **Finalize Trip**
[Review Travel Details](#)
[Enter Trip Information](#)
[Submit Trip Confirmation](#)

Travel Details

TRIP OVERVIEW

| | | |
|---|--|---|
| <p>I want to...</p> <p>Print Itinerary</p> <p>E-mail Itinerary</p> | <p>Trip Name: Hotel Reservation at MANHATTAN, NY 10036, USA (Edit)</p> <p>Start Date: January 23, 2023</p> <p>End Date: January 27, 2023</p> <p>Created: December 19, 2022, William Never <i>(Modified: December 19, 2022)</i></p> <p>Description: (No Description Available) (Edit)</p> <p>Agency Record Locator: 76ZWOI</p> <p>Reservation for: William Nate Never</p> <p>Total Estimated Cost: \$576.00 USD (Details)</p> | <p>Add to your Itinerary</p> <p> Car  Hotel</p> <p style="font-size: x-small;">Booked outside Concur? Enter your trip manually or connect with Tript</p> |
|---|--|---|

8. To continue with the reservation, scroll down, and then select **Next**.

Additional Information

Rate:

| | |
|-----------------|--------------|
| Jan 23 - Jan 24 | \$113.00 USD |
| Jan 24 - Jan 25 | \$142.00 USD |
| Jan 25 - Jan 26 | \$170.00 USD |
| Jan 26 - Jan 27 | \$151.00 USD |

Room Details


Room Description: RoomDescriptionCodeLTA00

Special Instructions: Nonsmoking

Cancellation Policy

Cancellation Fees may apply

Cancel Permitted Up To 02 Days Before Arrival. 133.17 Cancel Fee Per Room.

 [Add to your Itinerary](#)

TOTAL ESTIMATED COST

| | |
|-----------------------|--------------|
| Hotel: | \$576.00 USD |
| Total Estimated Cost: | \$576.00 USD |

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

4

On the Trip Booking Information screen, you can modify the Trip Name, Trip Description, and email confirmation options.

- To continue with the booking process, select **Next**.

TRIP SUMMARY

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

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

Send a copy of the confirmation to:


Send my email confirmation as
 HTML Plain-text

(Please advise why you did not book a car.) [Required]

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

- On the Trip Confirmation screen, scroll down, and select **Confirm Booking**.



Four Points Midtown - Times Square

326 West 40th St
New York, New York, 10018
US
212-967-8585

Checking In: Mon Jan 23
15:00

Room 1, Days 4, Guests 1

Confirmation: 98443471 \$FP\$
Status: Confirmed

Checking Out: Fri Jan 27
12:00

Additional Information

Rate:

| | |
|-----------------|--------------|
| Jan 23 - Jan 24 | \$113.00 USD |
| Jan 24 - Jan 25 | \$142.00 USD |
| Jan 25 - Jan 26 | \$170.00 USD |
| Jan 26 - Jan 27 | \$151.00 USD |

Room Details

Room Description: RoomDescriptionCodeLTAA00
Special Instructions: Nonsmoking

Cancellation Policy

Cancel Permitted Up To 02 Days Before Arrival. 133.17 Cancel Fee Per Room.

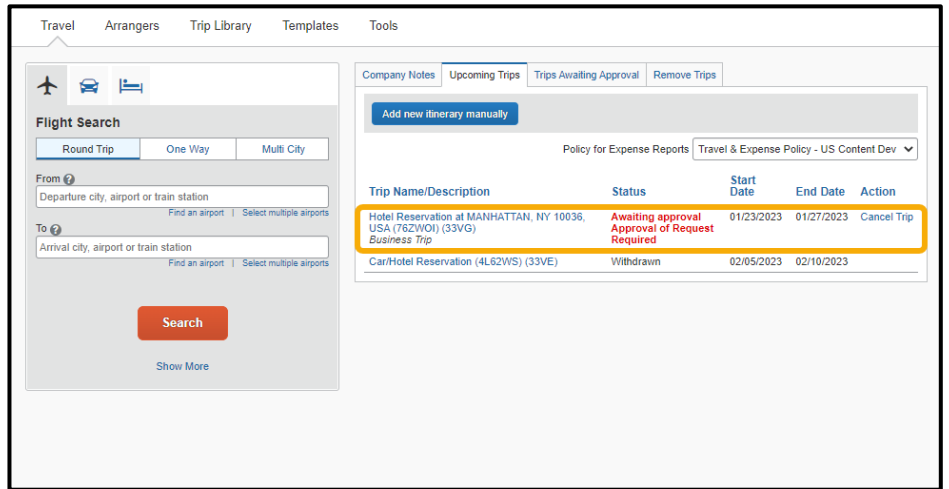
TOTAL ESTIMATED COST

| | |
|------------------------------|---------------------|
| Hotel: | \$576.00 USD |
| Total Estimated Cost: | \$576.00 USD |

Almost done... Please confirm this itinerary.

Display Trip << Previous Confirm Booking>> Cancel Trip

Your trip displays on the **Upcoming Trips** tab on the SAP Concur home page.



The screenshot shows the SAP Concur interface with the 'Upcoming Trips' tab selected. On the left is a 'Flight Search' form with fields for 'From' and 'To' (departure and arrival cities), a 'Search' button, and a 'Show More' link. On the right is a table of upcoming trips. The first row is highlighted in orange and indicates a status of 'Awaiting approval' and 'Approval of Request Required'.

| Trip Name/Description | Status | Start Date | End Date | Action |
|--|---|------------|------------|-------------|
| Hotel Reservation at MANHATTAN, NY 10036, USA (76ZWOI) (33VG) Business Trip | Awaiting approval Approval of Request Required | 01/23/2023 | 01/27/2023 | Cancel Trip |
| Car/Hotel Reservation (4L62WS) (33VE) | Withdrawn | 02/05/2023 | 02/10/2023 | |