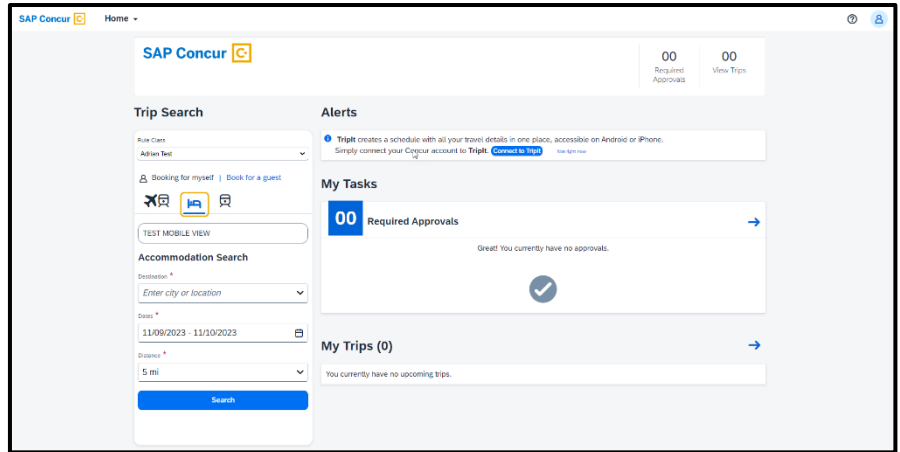


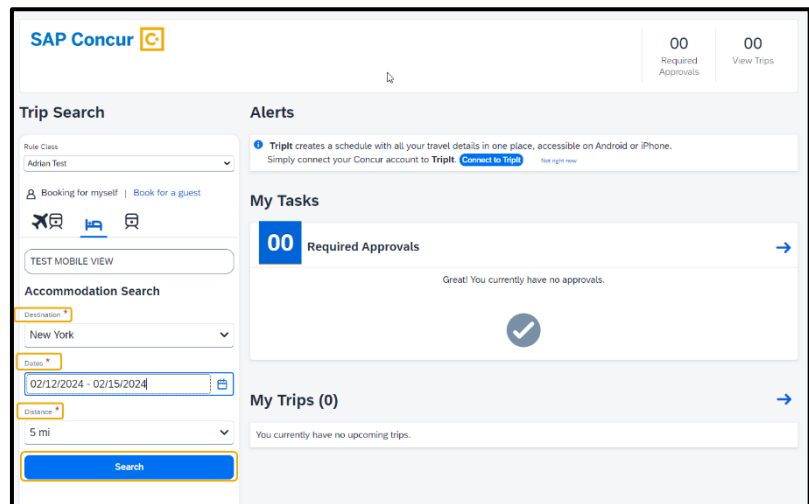
Booking a Hotel

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

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



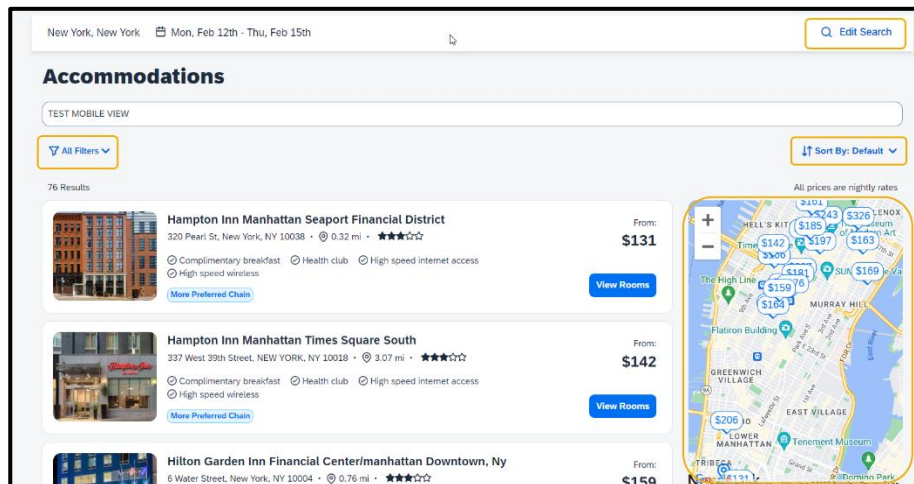
2. Enter your search criteria – destination (city or location), check-in and check-out dates, distance to search, and then select **Search**.



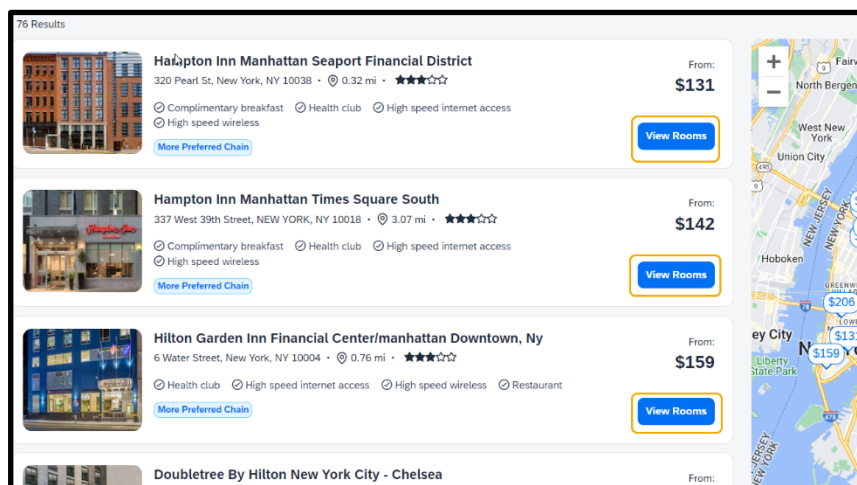
3. Review the hotel search results. To filter the results, select **All-Filters**, to sort the results select **Sort By**.

To modify your search, select **Edit Search**.

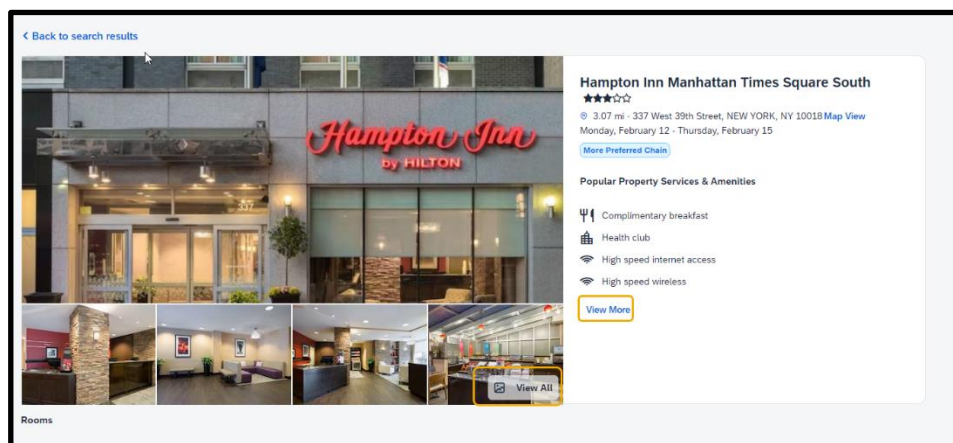
On the map, the numbered icons are the hotels that are located within your specified search radius.



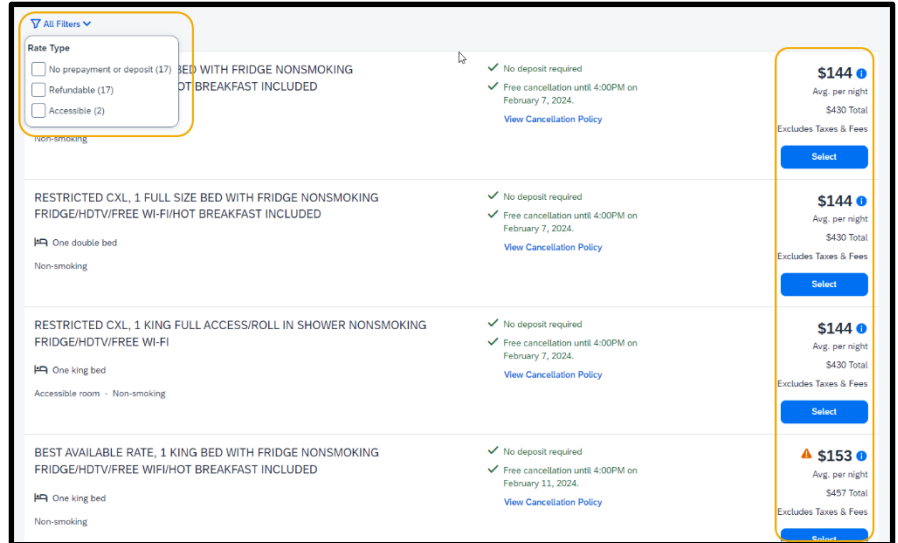
4. Select **View Rooms** to review the available room rates, cancellation policy, and hotel details.



You can also view pictures of the hotel. Select **View More**, or scroll down to review hotel policies, the check-in and check-out times, and property services and amenities.

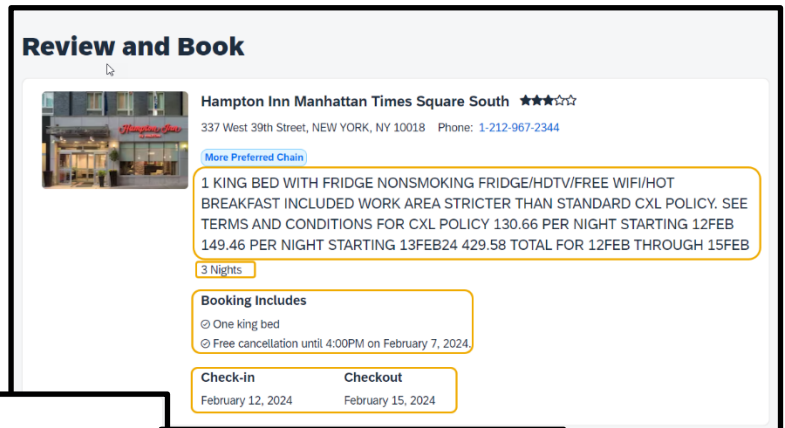


5. Select the preferred room rate. You can also select **All Filters** to filter the rate types in the available results.



Rate Type	Room Description	Price	Actions
<input type="checkbox"/> No prepayment or deposit (17) <input type="checkbox"/> Refundable (17) <input type="checkbox"/> Accessible (2)	RESTRICTED CXL, 1 KING FULL BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WI-FI/HOT BREAKFAST INCLUDED	\$144 Avg. per night \$430 Total	View Cancellation Policy Select
	RESTRICTED CXL, 1 FULL SIZE BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WI-FI/HOT BREAKFAST INCLUDED	\$144 Avg. per night \$430 Total	View Cancellation Policy Select
	RESTRICTED CXL, 1 KING FULL ACCESS/ROLL IN SHOWER NONSMOKING FRIDGE/HDTV/FREE WI-FI	\$144 Avg. per night \$430 Total	View Cancellation Policy Select
	BEST AVAILABLE RATE, 1 KING BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WIFI/HOT BREAKFAST INCLUDED	\$153 Avg. per night \$457 Total	View Cancellation Policy Select

6. On the **Review and Book** page, review the hotel information, rate details, traveler information, room preferences, total cost, and the rate rules and restrictions.



Review and Book

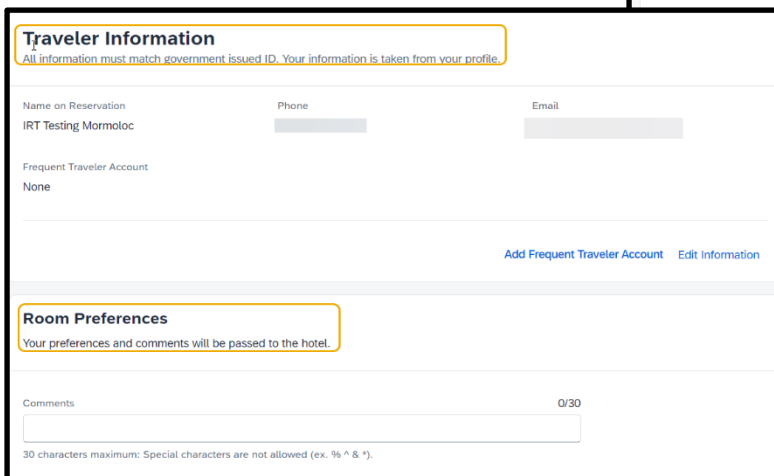
Hampton Inn Manhattan Times Square South ★★☆☆☆
337 West 39th Street, NEW YORK, NY 10018 Phone: 1-212-967-2344
[More Preferred Chain](#)

1 KING BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WIFI/HOT BREAKFAST INCLUDED WORK AREA STRICTER THAN STANDARD CXL POLICY. SEE TERMS AND CONDITIONS FOR CXL POLICY 130.66 PER NIGHT STARTING 12FEB 149.46 PER NIGHT STARTING 13FEB24 429.58 TOTAL FOR 12FEB THROUGH 15FEB

3 Nights

Booking Includes
⊗ One king bed
⊗ Free cancellation until 4:00PM on February 7, 2024.

Check-in February 12, 2024 **Checkout** February 15, 2024



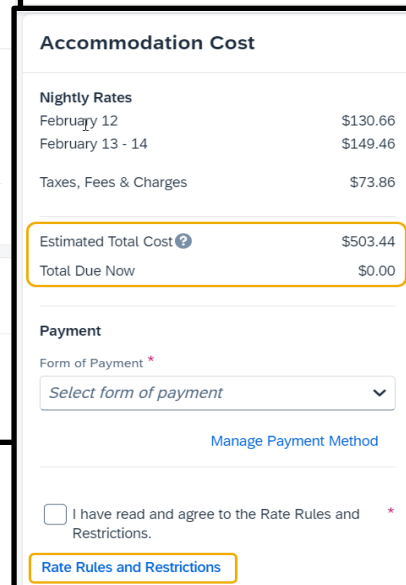
Traveler Information
All information must match government issued ID. Your information is taken from your profile.

Name on Reservation: IRT Testing Mormaloc
Phone: [Redacted]
Email: [Redacted]

Frequent Traveler Account: None
[Add Frequent Traveler Account](#) [Edit Information](#)

Room Preferences
Your preferences and comments will be passed to the hotel.

Comments: [Redacted]
0/30
30 characters maximum: Special characters are not allowed (ex. % ^ & *).



Accommodation Cost

Nightly Rates

Room Type	Rate
February 12	\$130.66
February 13 - 14	\$149.46

Taxes, Fees & Charges: \$73.86

Estimated Total Cost: \$503.44
Total Due Now: \$0.00


Payment

Form of Payment: *
Select form of payment
[Manage Payment Method](#)

☐ I have read and agree to the Rate Rules and Restrictions. *

[Rate Rules and Restrictions](#)

7. To reserve a room, select the form of payment, read and agree to the rate rules and restrictions, and then select **Book and Continue**. To return to the previous page, select **Change Selection**.



Hampton Inn Manhattan Times Square South

337 West 39th Street, NEW YORK, NY 10018 Phone: 1-212-967-2344

More Preferred Chain

1 KING BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WIFI/HOT BREAKFAST INCLUDED WORK AREA STRICTER THAN STANDARD CXL POLICY. SEE TERMS AND CONDITIONS FOR CXL POLICY 130.66 PER NIGHT STARTING 12FEB 149.46 PER NIGHT STARTING 13FEB24 429.58 TOTAL FOR 12FEB THROUGH 15FEB

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Check-in

February 12, 2024

Checkout

February 15, 2024

Accommodation Cost

Nightly Rates

February 12	\$130.66
February 13 - 14	\$149.46

Taxes, Fees & Charges

\$73.86

Estimated Total Cost

\$503.44

Total Due Now

\$0.00

Payment

Form of Payment

Select form of payment

Manage Payment Method

☐ I have read and agree to the Rate Rules and Restrictions.

Rate Rules and Restrictions

Book and Continue

Change Selection

Traveler Information

All information must match government issued ID. Your information is taken from your profile.

Name on Reservation

Phone

Email

IRT Testing Mormoloc

Frequent Traveler Account

None

8. On the **Finalize** page, review your trip. You can edit the trip name and description, view the complete hotel itinerary, locate the confirmation numbers, review rate rules and restrictions, estimated total cost, or add a flight or hotel to your itinerary.

Trip Overview

February 12, 2024 - February 15, 2024

Trip Name

Trip - NEW YORK

Character limit: 50

15/50

Description

Character limit: 250

0/250

Traveler

IRT Testing Mormoloc

HAMPTON INN MANHATTAN TME SQRE, NEW YORK

February 12 - February 15, 2024

Confirmed

Vendor Confirmation

Provider Confirmation

Estimated Total Cost

\$503.44

Accommodation

\$503.44

Base Amount

\$429.58

Taxes, Fees & Charges

\$73.86

Subtotal

\$503.44

Rates are quoted in USD.

Confirm


Cancel Trip

Would you like to book anything else?

Add Flight

Add Accommodation

9. Select **Confirm** to continue the booking process or select **Cancel Trip**.



HAMPTON INN MANHATTAN TME SQRE

337 WEST 39TH STREET NEW YORK NY 10018, NEW YORK 10018 Phone: 1-212-967-2344

More Preferred Chain

RESTRICTED CXL, 1 KING BED WITH FRIDGE NONSMOKING, FRIDGE HDTV FREE WIFI HOT BREAKFAST INCLUDED, WORK AREA, STRICTER THAN STANDARD CXL POLICY., SEE TERMS AND CONDITIONS FOR CXL POLICY, 130.66 PER NIGHT STARTING 12FEB, 149.46 PER NIGHT STARTING 13FEB24, 429.58 TOTAL FOR 12FEB THROUGH 15FEB

3 Nights

Check-in

February 12, 2024

Checkout

February 15, 2024

Accommodation

\$503.44

Base Amount

\$429.58

Taxes, Fees & Charges

\$73.86

Subtotal

\$503.44

Rates are quoted in USD.

Confirm

Cancel Trip

Would you like to book anything else?

Add Flight

Add Accommodation

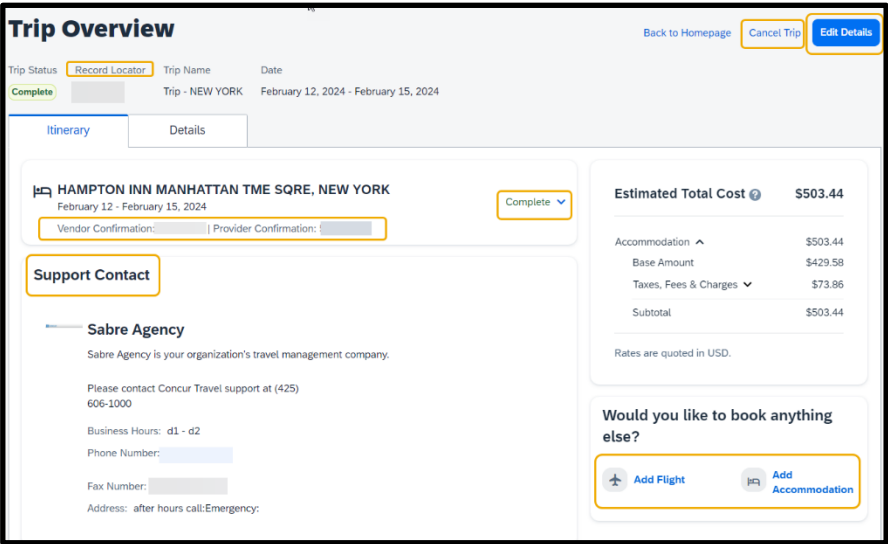
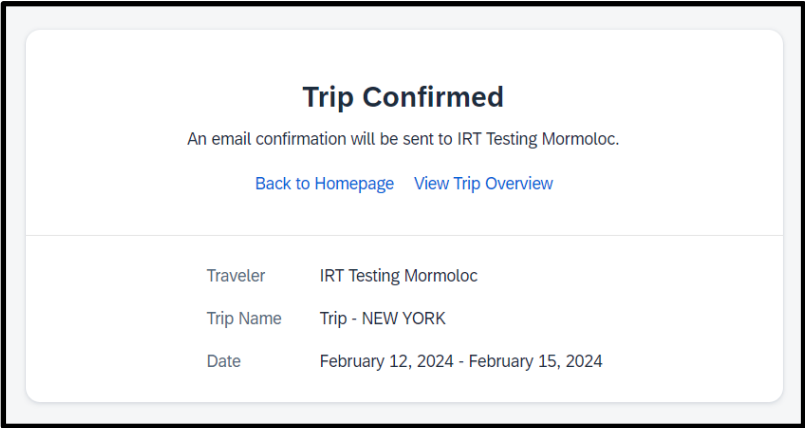
Rate Rules and Restrictions

Cancel Reservation

More Actions

10. On the **Trip Confirmed** page, you can go back to the home page or see an overview of your trip.

Select **View Trip Overview** to cancel the trip or edit the trip details, view the itinerary, record locator, hotel details, travel agency contact details, or add hotel or flight reservations.



11. On the **SAP Concur** homepage, you can view the reservation on the **Upcoming Trips** on the **Travel** tab, or in the **Trip Library**.

