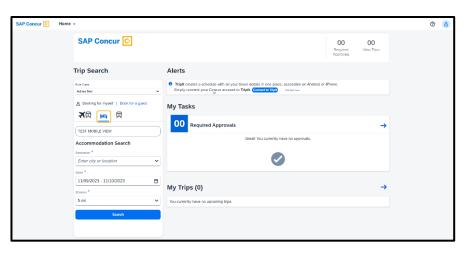




## **Booking a Hotel**

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

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



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

SAP Concur C	L,	00 Required Approvals	00 View Trips
Trip Search	Alerts		
Rule Class Adrian Test	Tripit creates a schedule with all your travel details in one place, accessible on Android or Simply connect your Concur account to Tripit. Connect to Tripit. The ageneses	iPhone.	
Booking for myself   Book for a guest	My Tasks		
	00 Required Approvals		→
Accommodation Search	Great! You currently have no approvals.		
Destination * New York			
Dates *			
Distance *	My Trips (0)		<b>→</b>
5 mi 🗸	You currently have no upcoming trips.		
Search			

## SAP Concur C

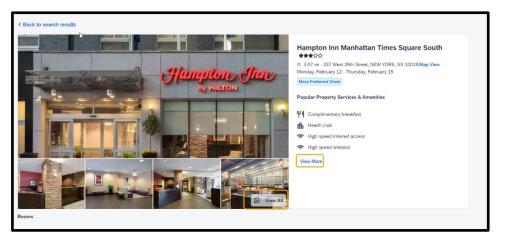
 Review the hotel search results. To filter the results, select All-Filters, to sort the results select Sort By.

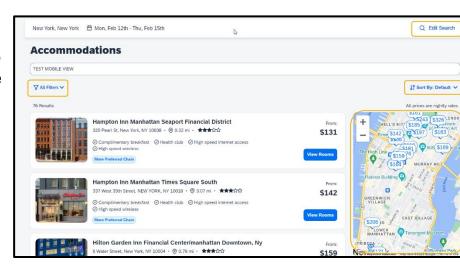
To modify your search, select Edit **Search**.

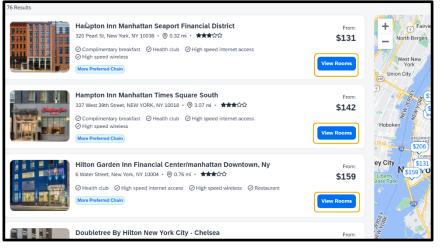
On the map, the numbered icons are the hotels that are located within your specified search radius.

 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.











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

▼ All Filters ∨		
Rete Type           No propyment or deposit (17)         ED         WITH FRIDGE NONSMOKING           Betundable (17)         DT         BREAKFAST INCLUDED           Accessible (2)         Teor-pricessible         ED	<ul> <li>No deposit required</li> <li>Free cancellation until 4:00PM on February 7, 2024.</li> <li>View Cancellation Policy</li> </ul>	\$144 @ Avg. per night S430 Total Excludes Taxes & Fees Select
RESTRICTED CXL, 1 FULL SIZE BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WI-FI/HOT BREAKFAST INCLUDED	<ul> <li>No deposit required</li> <li>Free cancellation until 4.00PM on February 7, 5024.</li> <li>View Cancellation Policy</li> </ul>	\$144 0 Aug. per night \$430 Total Excludes Taxes & Fees Select
RESTRICTED CXL, 1 KING FULL ACCESS/ROLL IN SHOWER NONSMOKING FRIDGE/HDTV/FREE WI-FI PG One king bed Accessible room - Non-smoking	<ul> <li>No deposit required</li> <li>Free cancellation until 4.00PM on February 7, 2024.</li> <li>View Cancellation Policy</li> </ul>	\$144 0 Aug, per night \$430 Total Excludes Taxes & Fees Select
BEST AVAILABLE RATE, 1 KING BED WITH FRIDGE NONSMOKING FRIDGE/HDTV/FREE WIFI/HOT BREAKFAST INCLUDED IM One king bed Non-smoking	<ul> <li>No deposit required</li> <li>Free cancellation with 4:00FM on February 11, 2024.</li> <li>View Cancellation Policy</li> </ul>	A \$153 Avg. per night \$457 Total Excludes Taxes & Fees

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.

ent issued ID. Your information is taken from

Phone

**Traveler Information** 

Name on Reservation

IRT Testing Mormoloc Frequent Traveler Account None

Room Preferences

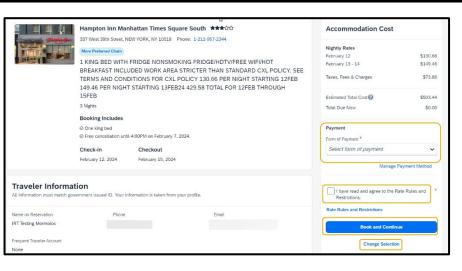
Your preferences and comments will be passed to the hotel.

30 characters maximum: Special characters are not allowed (ex. % ^ & \*).

In, rate         Ar, room         J the rate         I the rate         I the rate         I the rate         Hampton Inn Manhatan Times Square South ###^fr/         I the rate         I	n roto	Review and E					
At the rate       Imme Puttine Million         I tink g BED With FRIDGE NONSMOKING FRIDGE/HOTV/FREE WIFHOT         BreakFAST INCLUDED WORK AREA STRICTER THAN STANDARD CXL POLICY. SEE TERMS AND CONDITIONS FOR CXL POLICY 130.66 PER NIGHT STARTING 12FEB         Using BED         Breakfast Includes         © One king Bed         © The king Mill         © The king Mill         Check-in         Checkoin         Checkoin         Checkoin         Polyment         Email         Add Prequent Traveler Account         Edit Information         030	n, rate		Hampton Inn Man	hattan Times Square	South ★★★☆	ሲ	
At the rate       Imme Puttine Million         I tink g BED With FRIDGE NONSMOKING FRIDGE/HOTV/FREE WIFHOT         BreakFAST INCLUDED WORK AREA STRICTER THAN STANDARD CXL POLICY. SEE TERMS AND CONDITIONS FOR CXL POLICY 130.66 PER NIGHT STARTING 12FEB         Using BED         Breakfast Includes         © One king Bed         © The king Mill         © The king Mill         Check-in         Checkoin         Checkoin         Checkoin         Polyment         Email         Add Prequent Traveler Account         Edit Information         030	n. room	Hangton Sa					
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Booking includes         © One king bed         © Free cancellation until 4:00PM on February 7, 2024         Check-in       Checkout         February 12, 2024       February 15, 2024         Mightly Rates       February 12, 5130,66         February 13 - 14       \$149,46         Taxes, Fees & Charges       \$73,86         Estimated Total Cost       Estimated Total Cost         Ogo       Payment         Ogo       Payment *         Select form of payment *       Select form of payment Method         I have read and agree to the Rate Rules and *       *	the rate		BREAKFAST INCLU TERMS AND COND	IDED WORK AREA ST DITIONS FOR CXL POL	RICTER THAN S LICY 130.66 PEI	TANDARD CXL POLICY. SEE R NIGHT STARTING 12FEB	
© One king bed         © Free cancellation until 4:00PM on February 7, 2024         Check-in       Checkout         Pebruary 12, 2024       February 15, 2024         Email       Accommodation Cost         Mightly Rates       February 12         February 13 - 14       \$149.46         Taxes, Fees & Charges       \$73.86         Estimated Total Cost @       \$\$503.44         Total Due Now       \$0.00         Payment       Select form of Payment *         Select form of payment thethod       Inhave read and agree to the Rate Rules and *			3 Nights				
email       Accommodation Cost         Nightly Rates       February 12         February 12       \$130.66         February 13 - 14       \$149.46         Taxes, Fees & Charges       \$73.86         Estimated Total Cost ②       \$503.44         Total Due Now       \$0.00         Payment       \$Select form of Payment *         Select form of payment       \$Manage Payment Method         I have read and agree to the Rate Rules and *       *			<ul> <li>One king bed</li> <li>Free cancellation until</li> <li>Check-in</li> </ul>	Checkout	4,		
Email       Accommodation Cost         Nightly Rates       February 12       \$130.66         February 13 - 14       \$149.46         Taxes, Fees & Charges       \$73.86         Add Frequent Traveler Account       Edit Information         0/30       Estimated Total Cost ?       \$503.44         Total Due Now       \$0.00         Payment       \$Select form of Payment *         Select form of Payment t       Manage Payment Method         I have read and agree to the Rate Rules and *       Restrictions.			February 12, 2024	February 15, 2024			
Email       Nightly Rates         February 12       \$130.66         February 13 - 14       \$149.46         Taxes, Fees & Charges       \$73.86         Add Frequent Traveler Account       Edit Information         O'30       Estimated Total Cost ?         O'30       Form of Payment *         Select form of payment          Manage Payment Method       I have read and agree to the Rate Rules and *	our profile.						
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Pebruary 12       \$130.66         February 13 - 14       \$149.46         Taxes, Fees & Charges       \$73.86         Add Frequent Traveler Account       Edit Information         Estimated Total Cost@       \$503.44         Total Due Now       \$0.00         Payment       \$Select form of Payment *         Select form of payment       \$         Manage Payment Method       I have read and agree to the Rate Rules and * Restrictions.	Email		Nightly Pates				
Add Frequent Traveler Account       Edit Information         Orad       Estimated Total Cost           Orad       \$503.44         Total Due Now       \$0.00         Payment       \$500.00         Form of Payment *       \$500.00         Select form of payment       \$         Manage Payment Method       I have read and agree to the Rate Rules and *					\$130.66		
Add Frequent Traveler Account Edit Information   Estimated Total Cost			February 13 - 14		\$149.46		
0/30       Estimated Total Cost ②       \$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.			Taxes, Fees & Charge	es	\$73.86		
Oracle     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.	Add Frequent Traveler	Account Edit Information					
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Or30 Form of Payment * Select form of payment Manage Payment Method I have read and agree to the Rate Rules and Restrictions. *							
Select form of payment  Manage Payment Method I have read and agree to the Rate Rules and * Restrictions.			Payment				
Manage Payment Method I have read and agree to the Rate Rules and Restrictions.	0/30		Form of Payment *				
I have read and agree to the Rate Rules and * Restrictions.			Select form of pa	yment	~		
Restrictions.				Manage Paymer	nt Method		
Rate Rules and Restrictions				agree to the Rate Rul	es and *		
			Rate Rules and Rest	rictions			
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## SAP Concur 🖸

 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**.



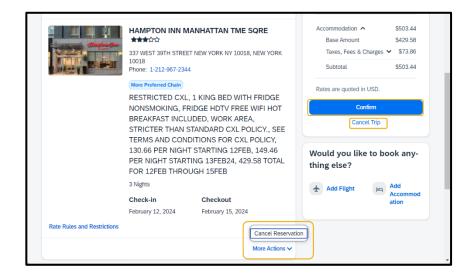
SAD

 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,

Trip Overview February 12, 2024 - February 15, 2024		Estimated Total Cost 🚱	\$503.44	
Trip Name *		Accommodation 🔨	\$503.44	
Trip - NEW YORK		Base Amount	\$429.58	
IIIp - New TORK		Taxes, Fees & Charges 🗸	\$73.86	
Character limit: 50	15/50	Subtotal	\$503.44	
Character limit: 250	<i>a</i> ) 0/250	Confirm Cancel Trip		
Traveler				
IRT Testing Mormoloc		Would you like to book a else?	nything	
HAMPTON INN MANHATTAN TME SQRE, NEW YORK February 12 - February 15, 2024 Vendor Confirmation: Provider Confirmation:	Confirmed 🗸		Add Accommodation	

estimated total cost, or add a flight or hotel to your itinerary.

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

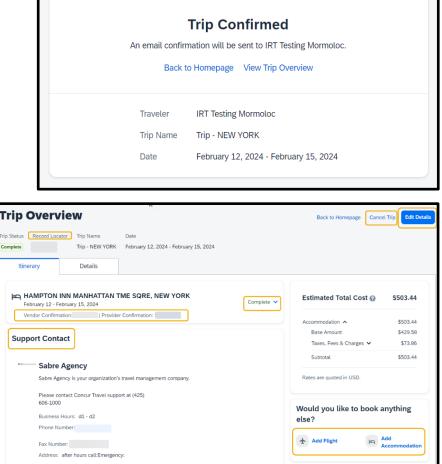


## SAP Concur C

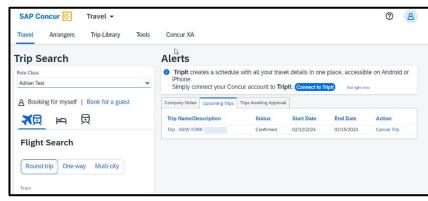


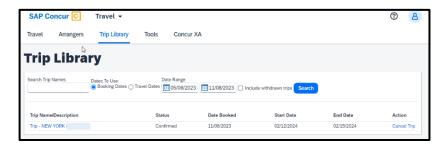
10. On the **Trip Confirmed** page, you can go back to the home page or see an overview of your trip.

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.





Last updated: March 18, 2024