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.

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.
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**.

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.

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

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