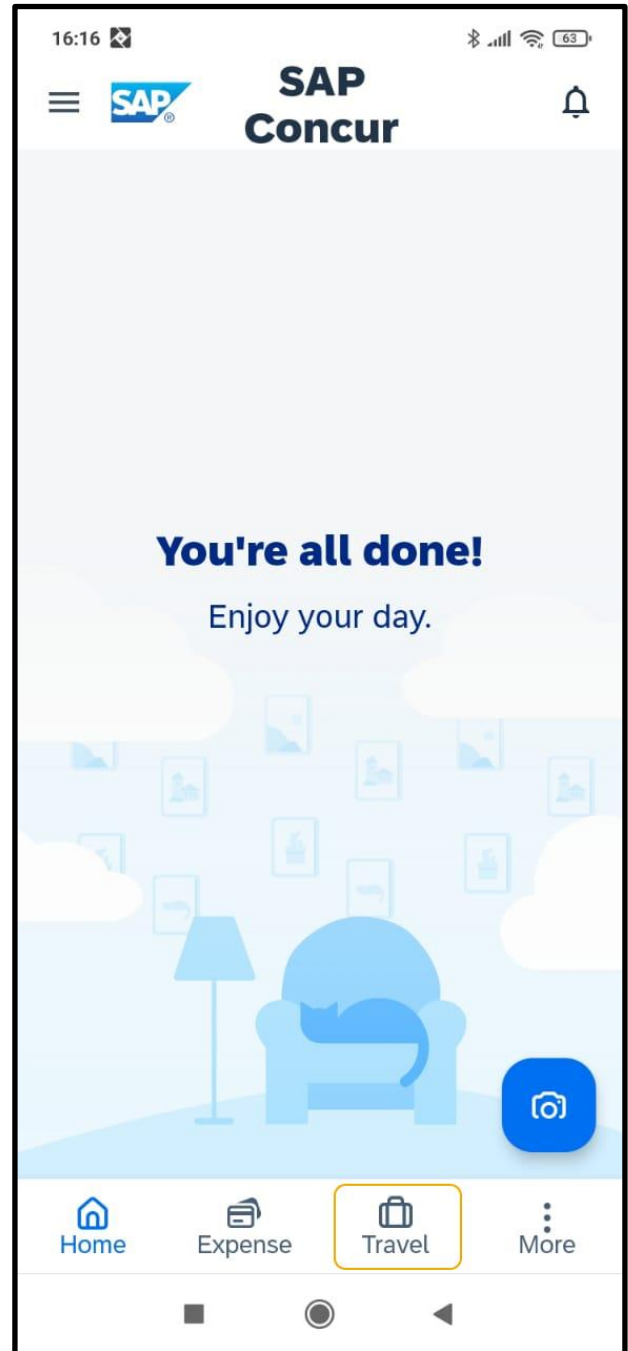


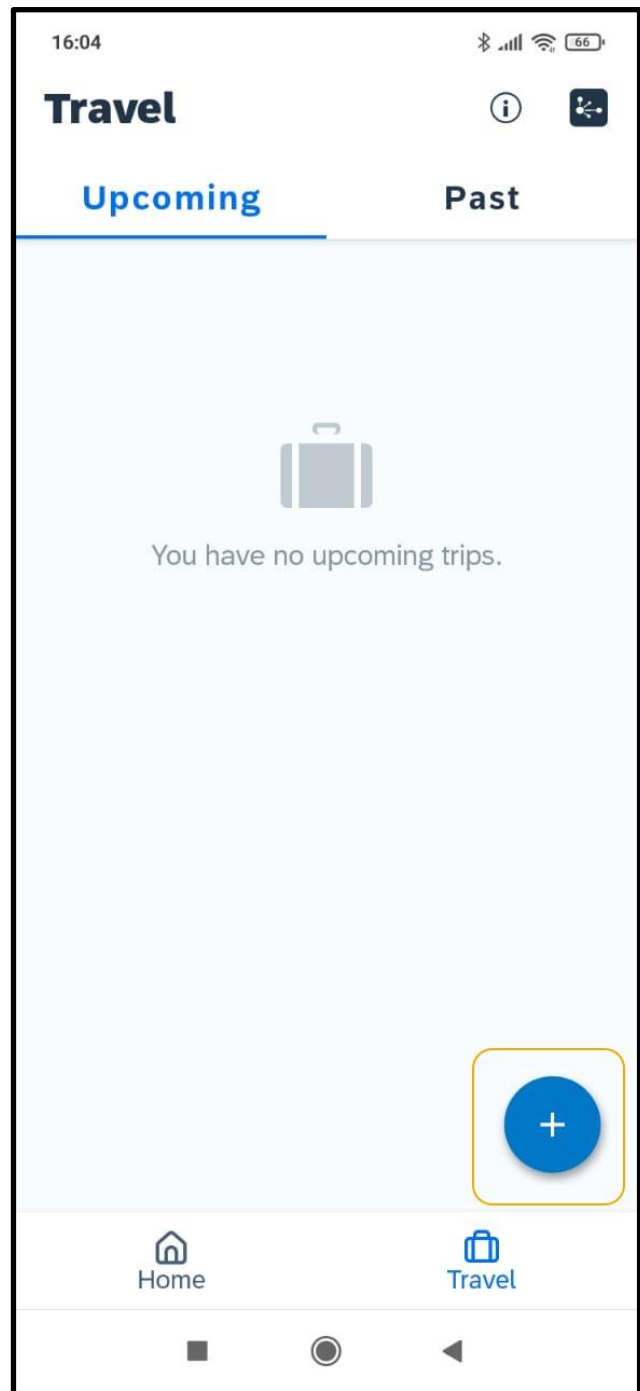
Booking a Hotel (Mobile Android)

You can use the SAP Concur mobile application to make travel reservations. In this example, you will see how to book a hotel.

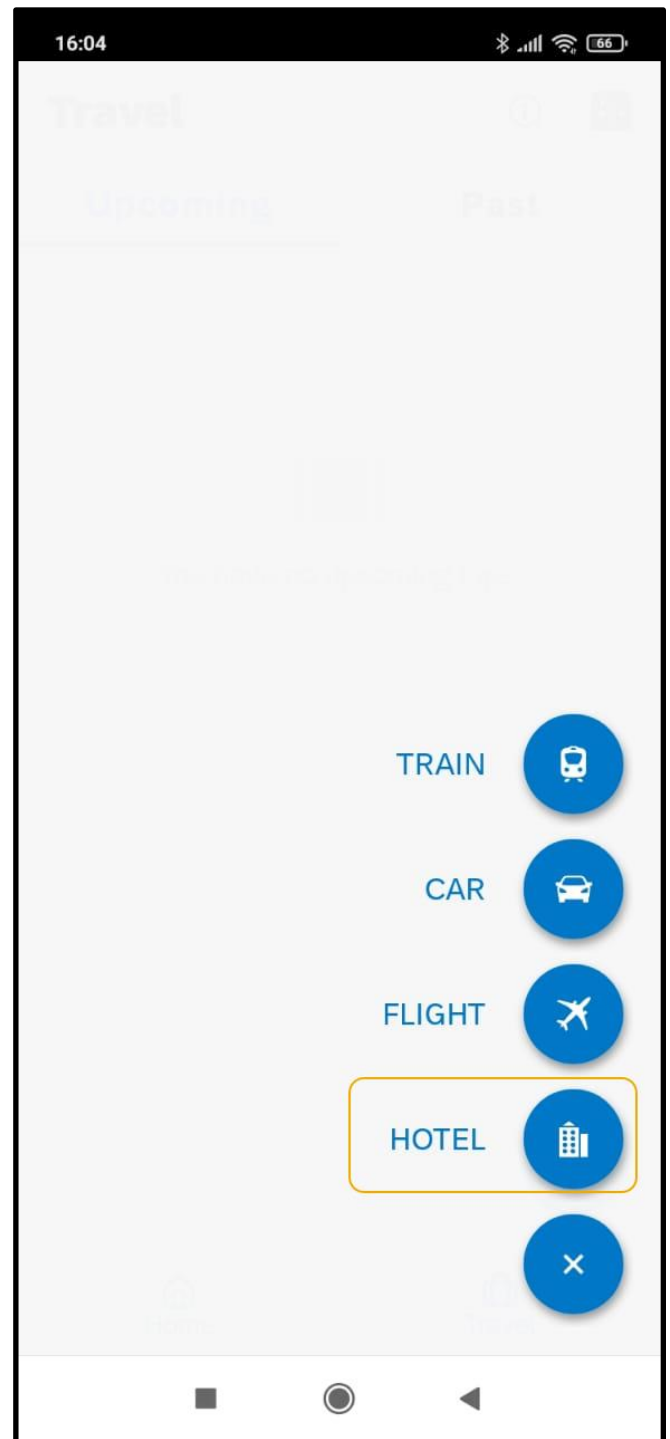
1. To book a hotel, on the **SAP Concur** home page, press the **Travel** icon.



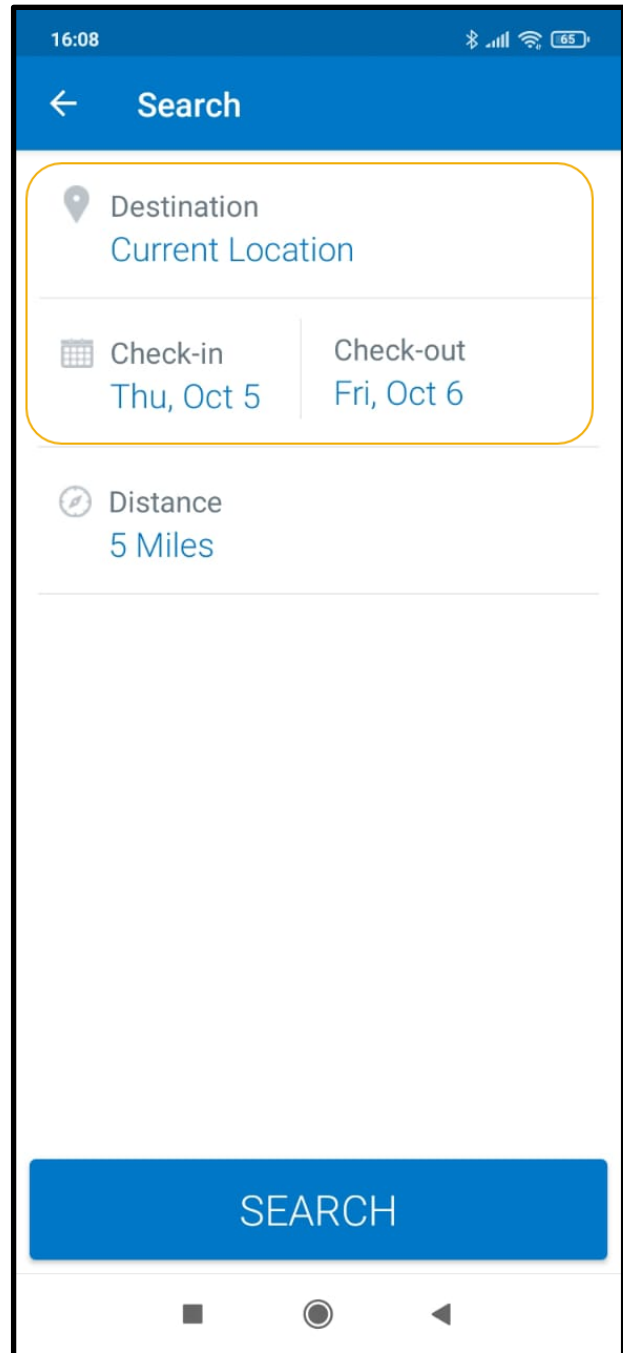
2. Next, press the plus + icon.



3. To start your hotel search, press **Hotel**.



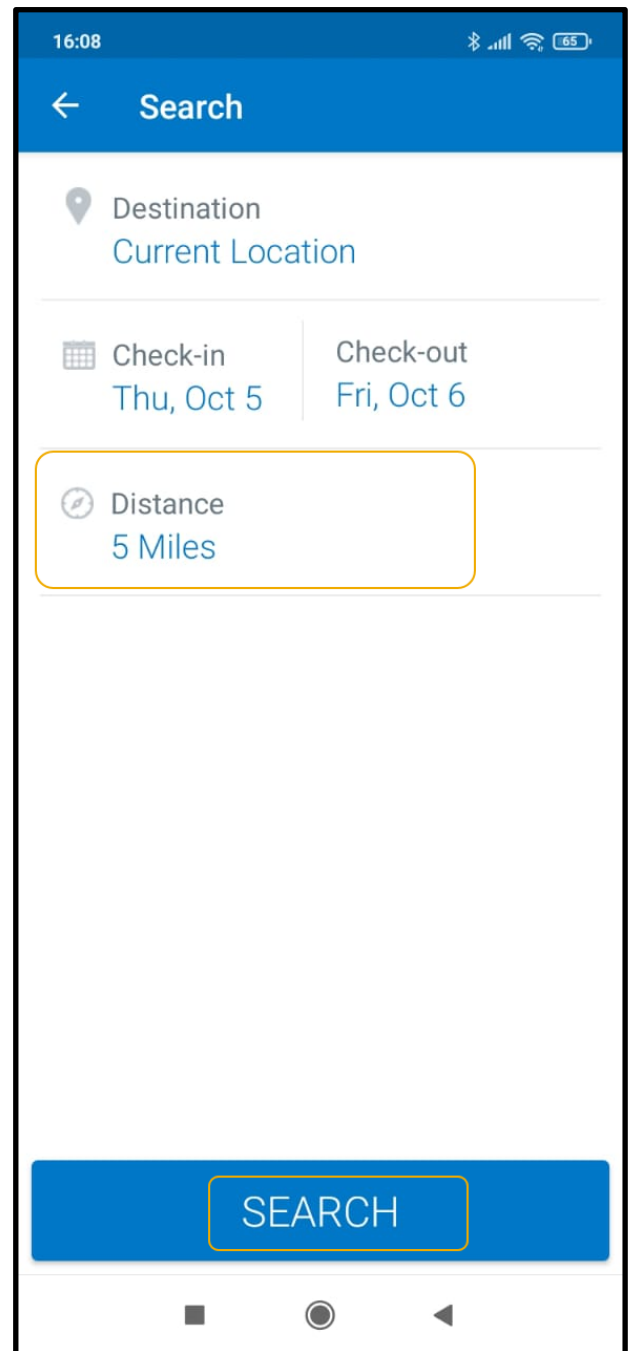
4. Search for and select the appropriate **Destination**.



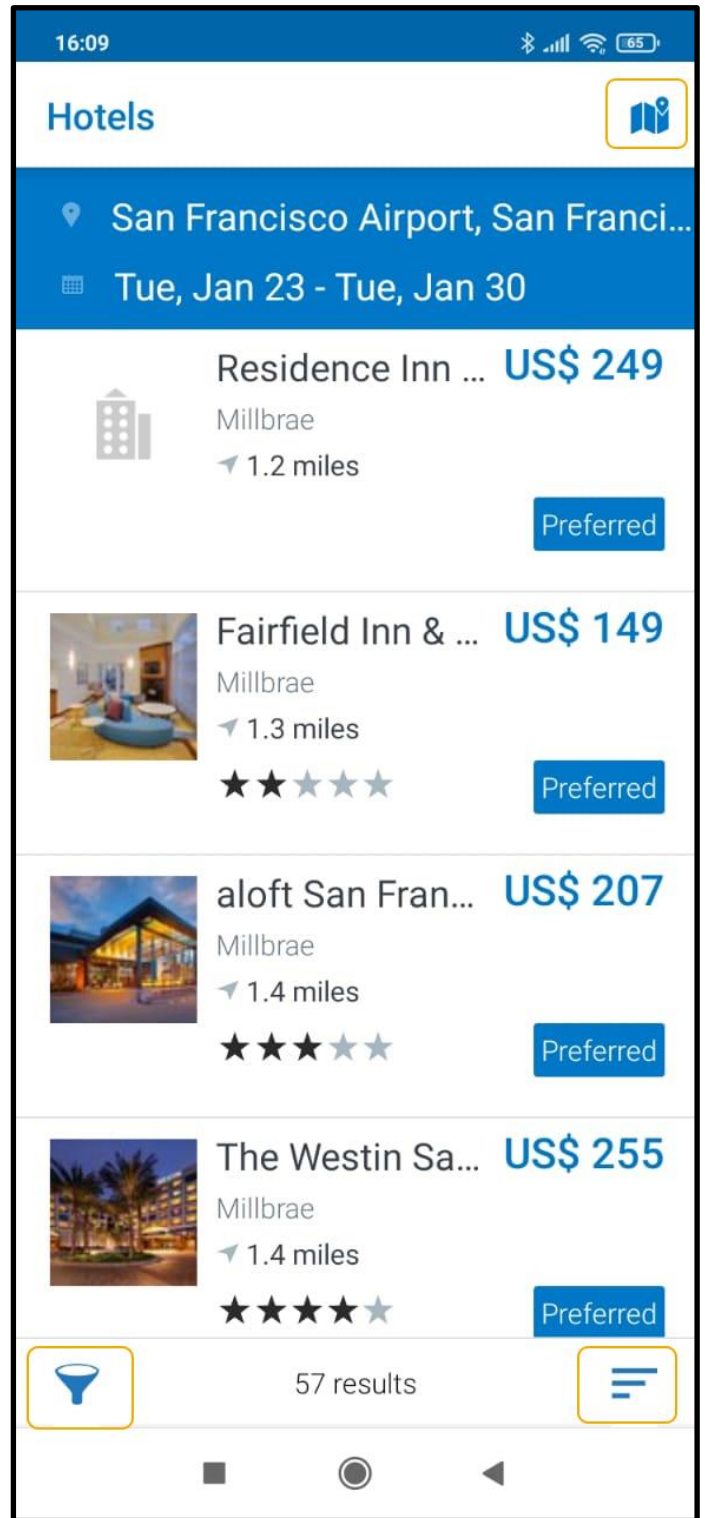
5. Select the **Check-in** and **Check-out** dates on the calendar and then press **Save**.



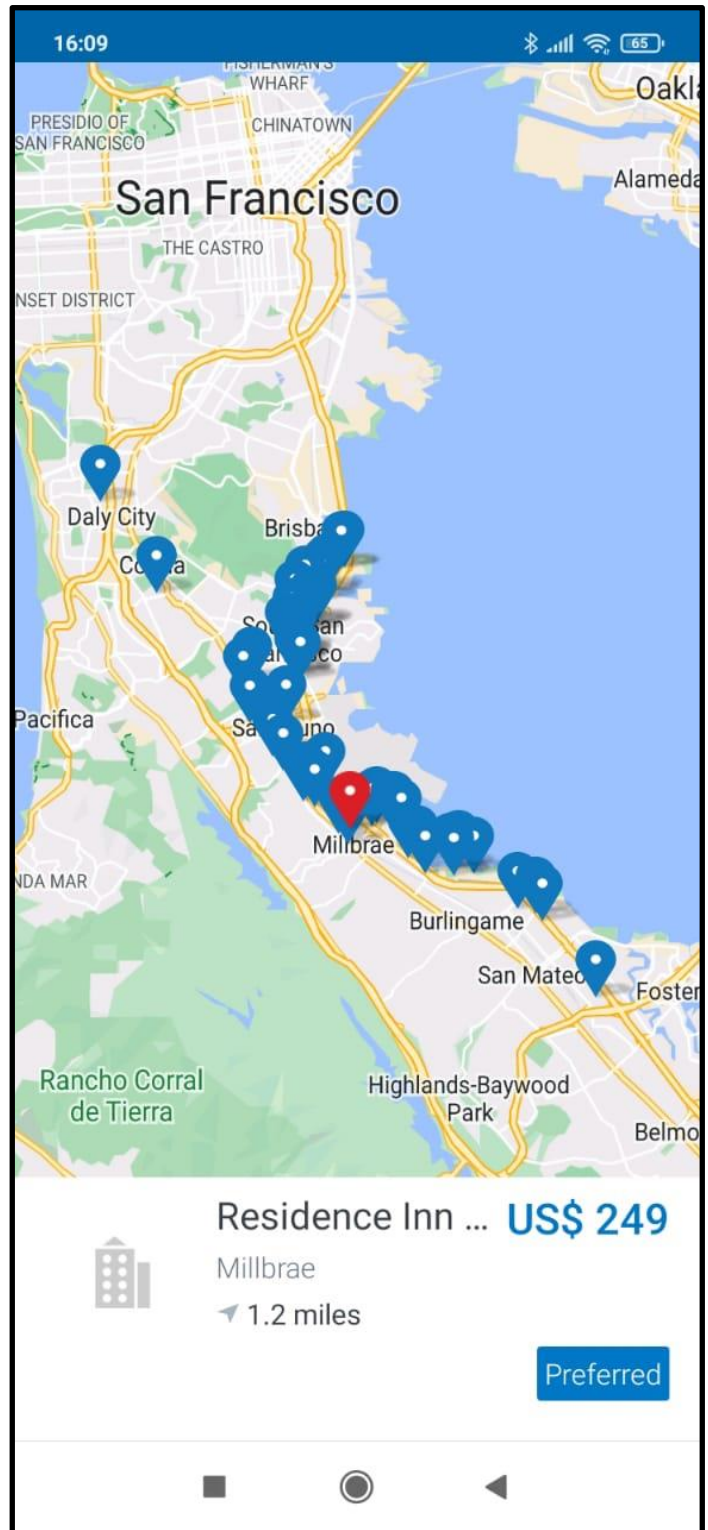
6. Change the distance in the **Destination** location, as needed, and then press **Search**.



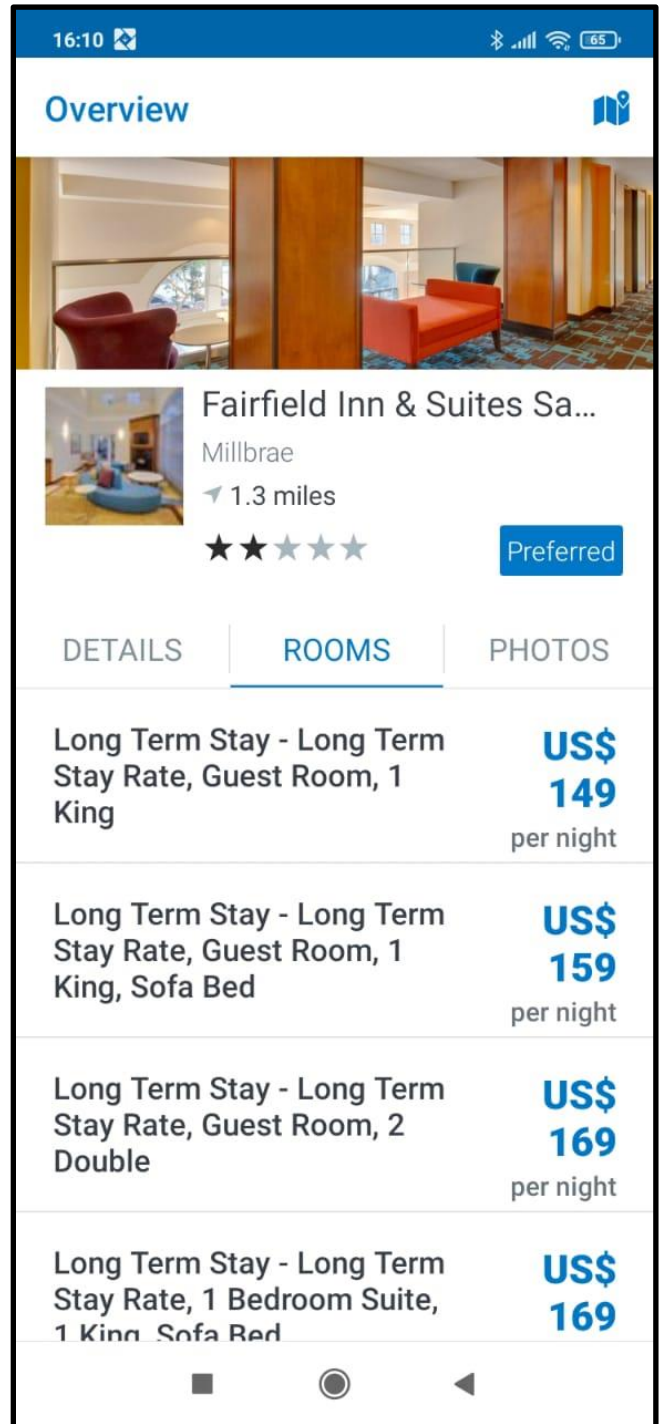
The hotel search results are displayed.
You can filter or sort the list options.



You can also use the map feature to locate the hotel.



In the results, select the hotel to reserve and the preferred room rate.



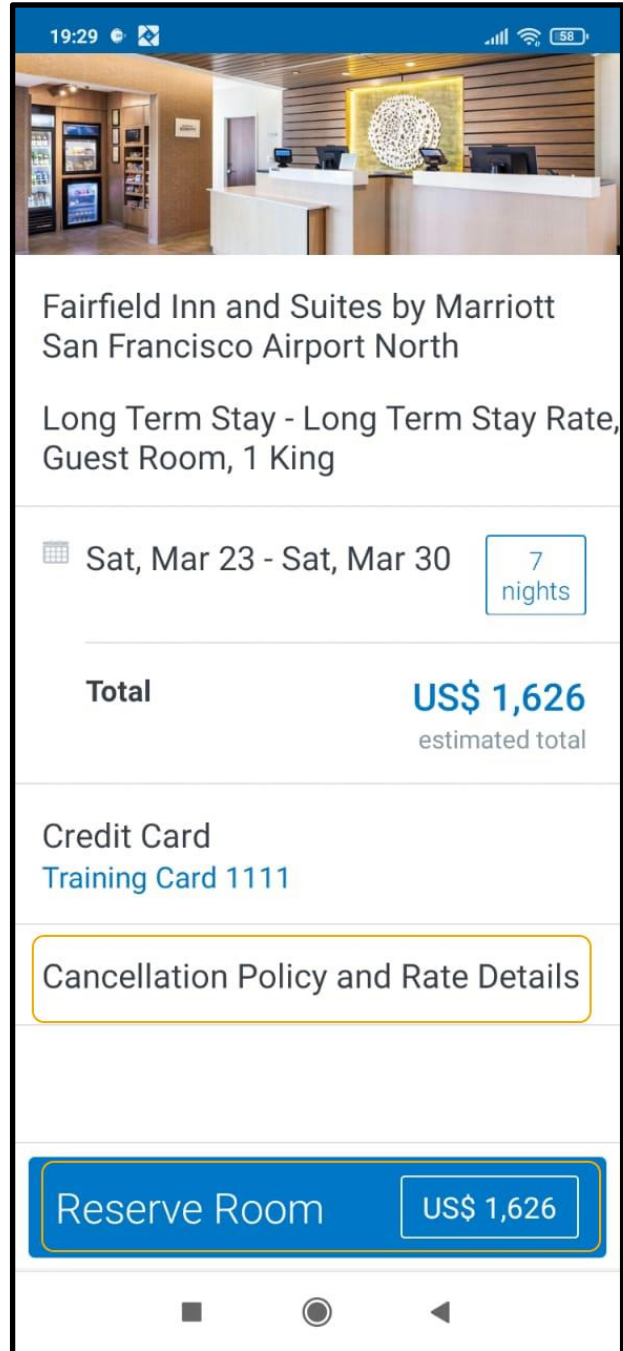
Overview

Fairfield Inn & Suites Sa...
 Millbrae
 1.3 miles
 ★ ★ ★ ★ ★ Preferred

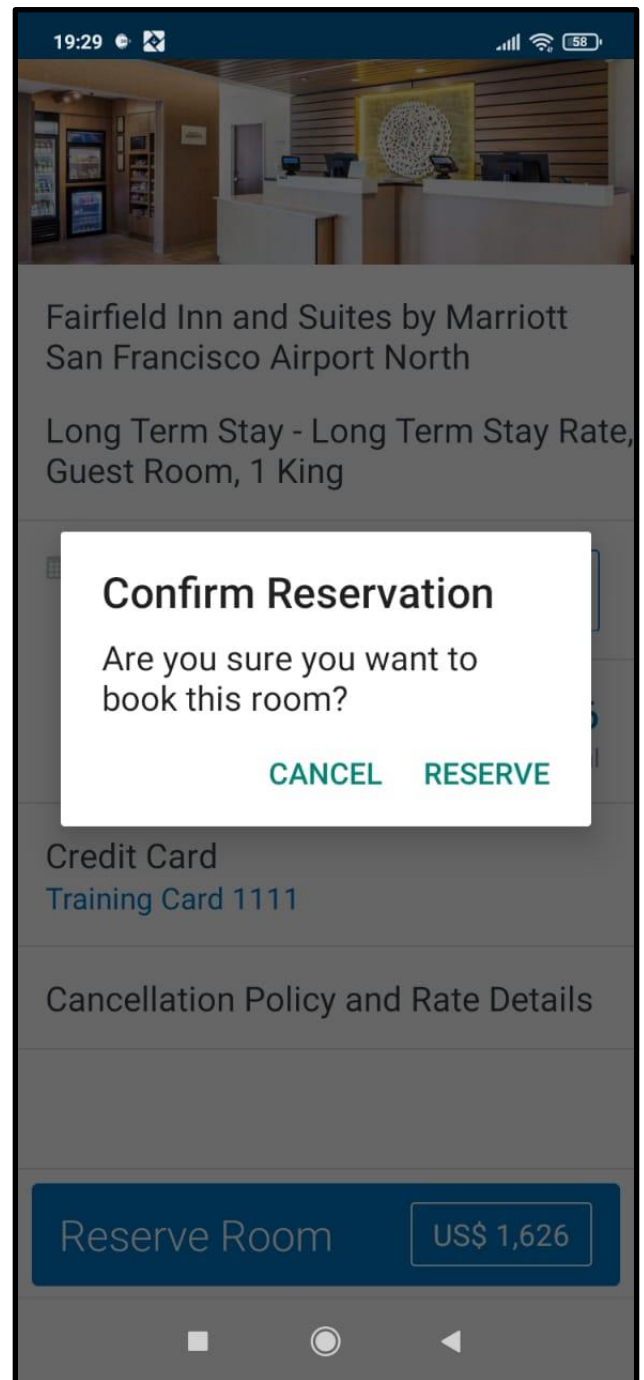
DETAILS | **ROOMS** | PHOTOS

Long Term Stay - Long Term Stay Rate, Guest Room, 1 King	US\$ 149 per night
Long Term Stay - Long Term Stay Rate, Guest Room, 1 King, Sofa Bed	US\$ 159 per night
Long Term Stay - Long Term Stay Rate, Guest Room, 2 Double	US\$ 169 per night
Long Term Stay - Long Term Stay Rate, 1 Bedroom Suite, 1 King, Sofa Bed	US\$ 169

- 7. Review the cancellation policy and rate details and then press **Reserve Room**.



8. Press **Reserve** to confirm your selection. The hotel is now added to your trip.



Last updated: 13 October 2023