SAP Concur C



Booking a Hotel (Mobile iPhone)

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

 To book a hotel, on the SAP Concur home page, press the Travel icon and then press Select Book a Trip (top right corner).



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

1:31	
	Book a Trip
Travel	
Upcoming	Past
	-
1	
You have no u	pcoming trips.
What would you I	ike to book today?
~1	
X	
Flight	Hotel
	0
	×
Car	Train

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- 3. Press **Destination**.
- 4. Search and select the appropriate **Destination**.

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<pre> Travel Hotels </pre>					
 Destination Choose a location 					
Check-in Wed, 30 Aug	Check-out Thu, 31 Aug				
 Distance 5 miles 					
Search					
Home	Travel				
_					

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5. Select the **Check-in** and **Check-out** dates.

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Canc	el	Select Dates			Done	
Check-in C Mon, 4 Dec Fr			neck-out i, 8 Dec			
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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21	22	23	24	25	26	27
	Home				Travel	



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6. Change the **Distance** from the Destination location, as needed, and then press Search.

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<	Travel	Hotels
9	Destination Choose a location	1
	Check-in Wed, 30 Aug	Check-out Thu, 31 Aug
Ø	Distance 5 miles	
		Search
	Home	Travel



The hotel search results are displayed.

You might want to **Filter** or **Sort** the list options.





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



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- 7. Select the hotel that you want to reserve.
- 8. Select the preferred room rate.

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< Hotels	Overview	
1 CP		
Shera Rosem ↓ 1.70 ★ ★ Details	Rooms	Preferred Photos
Regular Rate - Fle: 2 Double	xible Rate, 1 Bedroom Sui	te, \$159 per night
Regular Rate - Fle: 1 King	xible Rate, 1 Bedroom Sui	te, \$159 per night
Regular Rate - Fle: Bedroom Suite, 1 H	xible Rate, Club Level, 1 King	\$ 189 per night
Regular Rate - Fle Home	vihle Pate Club Level 1	rel

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



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