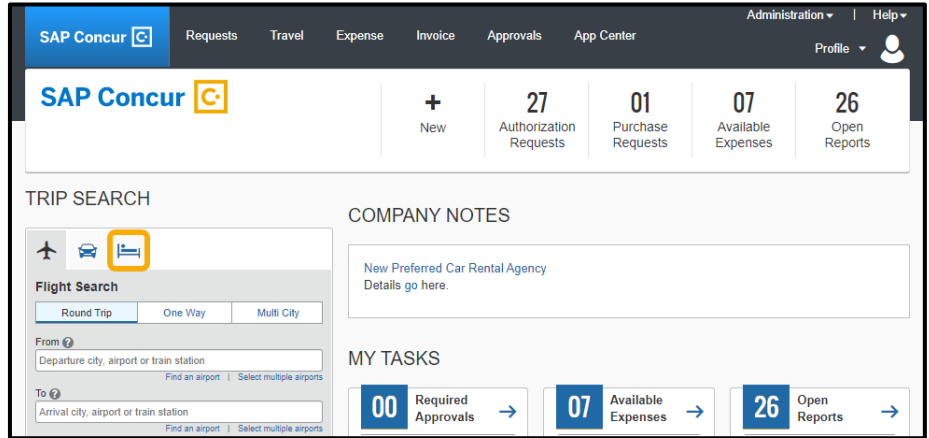


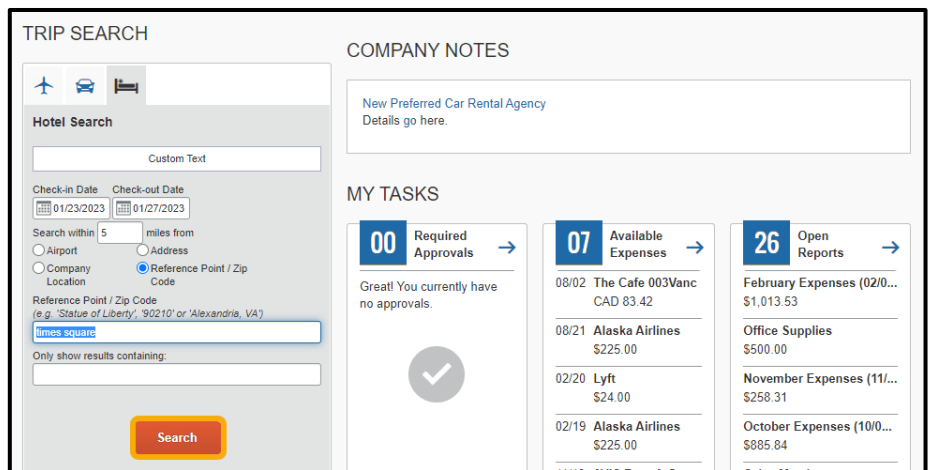
Booking a Hotel

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

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

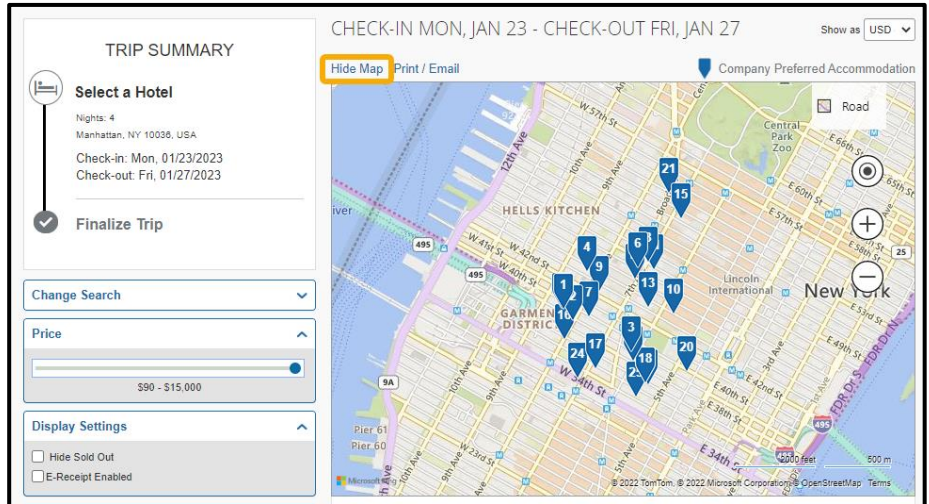


2. Enter your search criteria, such as check-in and check-out dates, location, and other search options, and then select **Search**.



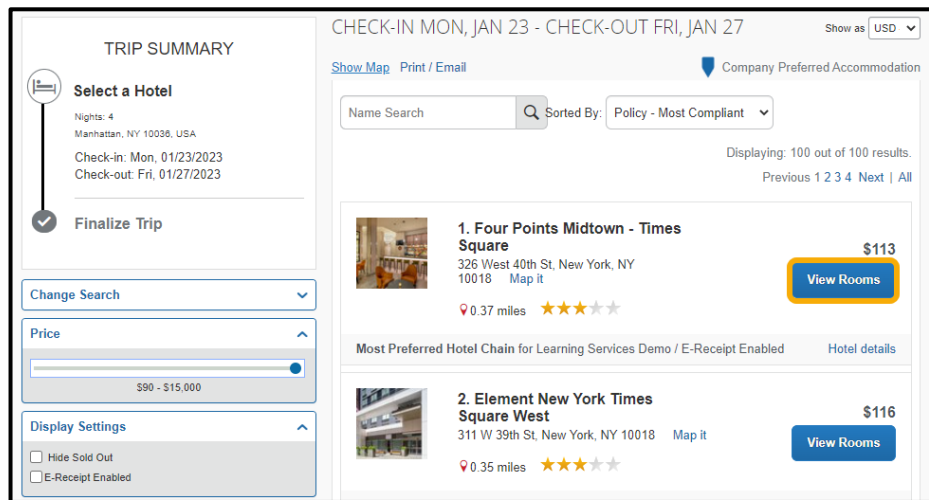
On the Hotel map, the numbered icons are the hotels located within your specified search radius.

- To hide the map and view more of the search results, select **Hide Map**.



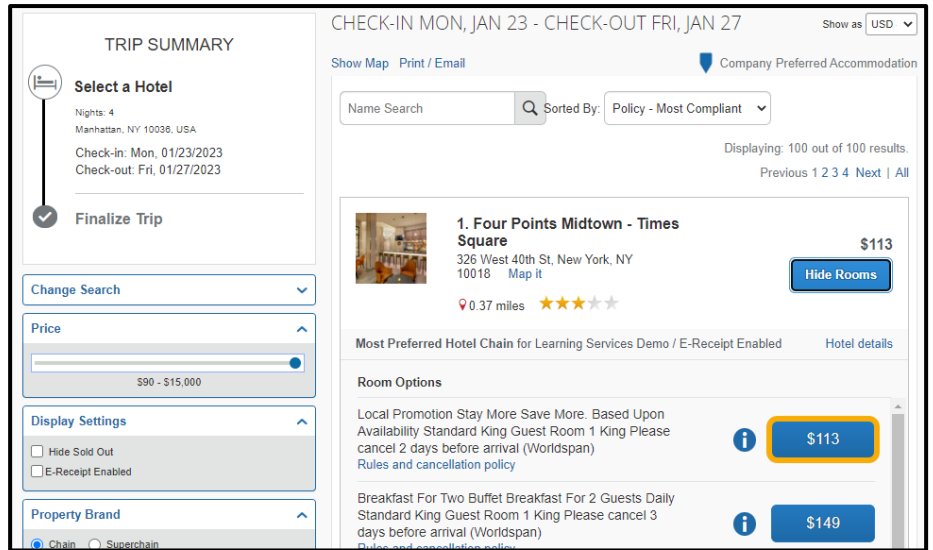
Review the hotel search results. To filter the results, use the **Sorted By:** fields above the list.

- To view more details and to select a specific room type, select **View Rooms**.



Review the hotel information, room options, and cancellation policy.

- To reserve a room, select the price.



TRIP SUMMARY

Select a Hotel

Nights: 4
Manhattan, NY 10036, USA
Check-in: Mon, 01/23/2023
Check-out: Fri, 01/27/2023

Finalize Trip

Change Search

Price: \$90 - \$15,000

Display Settings

Property Brand

CHECK-IN MON, JAN 23 - CHECK-OUT FRI, JAN 27 Show as USD

Show Map Print / Email Company Preferred Accommodation

Name Search Sorted By: Policy - Most Compliant

Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

1. Four Points Midtown - Times Square \$113
326 West 40th St, New York, NY 10018 Map it Hide Rooms

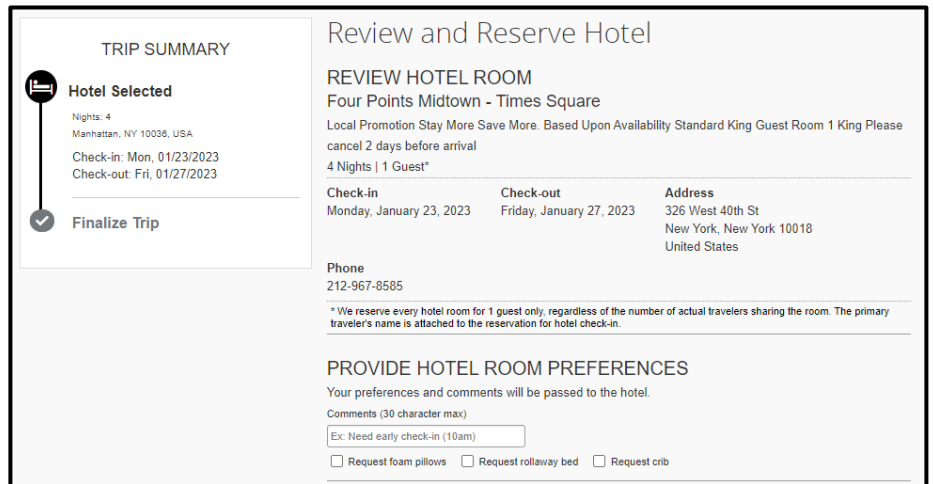
Most Preferred Hotel Chain for Learning Services Demo / E-Receipt Enabled Hotel details

Room Options

Local Promotion Stay More Save More. Based Upon Availability Standard King Guest Room 1 King Please cancel 2 days before arrival (Worldspan) Rules and cancellation policy **\$113**

Breakfast For Two Buffet Breakfast For 2 Guests Daily Standard King Guest Room 1 King Please cancel 3 days before arrival (Worldspan) Rules and cancellation policy **\$149**

You will see your complete hotel itinerary and can review the details.



TRIP SUMMARY

Hotel Selected

Nights: 4
Manhattan, NY 10036, USA
Check-in: Mon, 01/23/2023
Check-out: Fri, 01/27/2023

Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM
Four Points Midtown - Times Square

Local Promotion Stay More Save More. Based Upon Availability Standard King Guest Room 1 King Please cancel 2 days before arrival
4 Nights | 1 Guest*

Check-in	Check-out	Address
Monday, January 23, 2023	Friday, January 27, 2023	326 West 40th St New York, New York 10018 United States

Phone: 212-967-8585

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

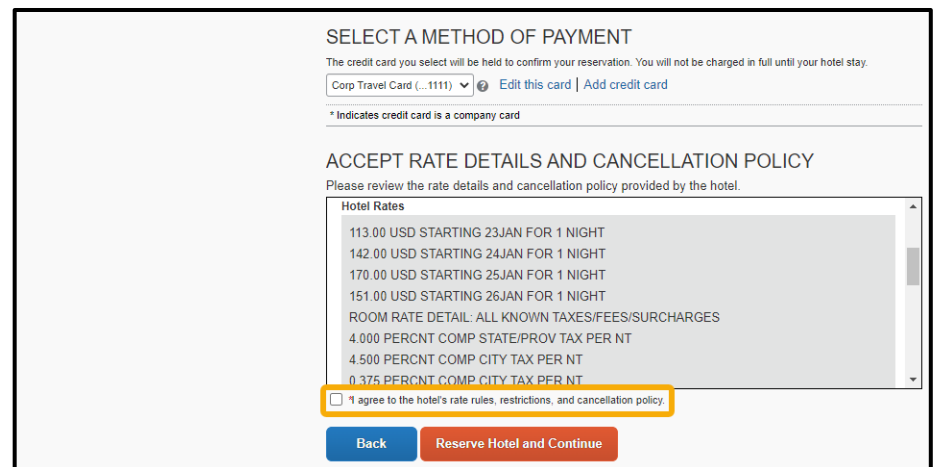
PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)
Ex: Need early check-in (10am)

Request foam pillows Request rollaway bed Request crib

- Scroll down and select the check box to agree to the hotel's rate rules, restrictions, and cancellation policy.



SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Corp Travel Card (...1111) Edit this card Add credit card

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Hotel Rates

113.00 USD STARTING 23JAN FOR 1 NIGHT
142.00 USD STARTING 24JAN FOR 1 NIGHT
170.00 USD STARTING 25JAN FOR 1 NIGHT
151.00 USD STARTING 26JAN FOR 1 NIGHT
ROOM RATE DETAIL: ALL KNOWN TAXES/FEE/SURCHARGES
4.000 PERCENT COMP STATE/PROV TAX PER NT
4.500 PERCENT COMP CITY TAX PER NT
0.375 PERCENT COMP CITY TAX PER NT

I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back Reserve Hotel and Continue

7. To finalize your hotel reservation, select **Reserve Hotel and Continue**.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Corp Travel Card (...1111) [Edit this card](#) | [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Hotel Rates

113.00 USD STARTING 23JAN FOR 1 NIGHT

142.00 USD STARTING 24JAN FOR 1 NIGHT

170.00 USD STARTING 25JAN FOR 1 NIGHT

151.00 USD STARTING 26JAN FOR 1 NIGHT

ROOM RATE DETAIL: ALL KNOWN TAXES/FEEES/SURCHARGES

4.000 PERCENT COMP STATE/PROV TAX PER NT

4.500 PERCENT COMP CITY TAX PER NT

0.375 PERCENT COMP CITY TAX PER NT

I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back
Reserve Hotel and Continue

You will see your complete hotel itinerary and can review the details.

TRIP SUMMARY

✓

Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)

[E-mail Itinerary](#)

Trip Name: Hotel Reservation at MANHATTAN, NY 10036, USA [\(Edit\)](#)

Start Date: January 23, 2023

End Date: January 27, 2023

Created: December 19, 2022, William Never *(Modified: December 19, 2022)*



Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: 76ZWOI

Reservation for: William Nate Never

Total Estimated Cost: \$576.00 USD [\(Details\)](#)

Add to your Itinerary

 Car
 Hotel

Booked outside Concur? Enter your trip manually or connect with Tript

8. To continue with the reservation, scroll down, and then select **Next**.

Additional Information

Rate:

Jan 23 - Jan 24	\$113.00 USD	
Jan 24 - Jan 25	\$142.00 USD	
Jan 25 - Jan 26	\$170.00 USD	
Jan 26 - Jan 27	\$151.00 USD	

Room Details

Room Description: RoomDescriptionCodeLTA00

Special Instructions: Nonsmoking

Cancellation Policy

Cancellation Fees may apply

Cancel Permitted Up To 02 Days Before Arrival. 133.17 Cancel Fee Per Room.

+

Add to your Itinerary

TOTAL ESTIMATED COST

Hotel:	\$576.00 USD
Total Estimated Cost:	\$576.00 USD

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>
Cancel Trip

4

On the Trip Booking Information screen, you can modify the Trip Name, Trip Description, and email confirmation options.

- To continue with the booking process, select **Next**.

TRIP SUMMARY

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to:


Send my email confirmation as
 HTML Plain-text

(Please advise why you did not book a car.) [Required]

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip << Previous Next >> Cancel Trip

- On the Trip Confirmation screen, scroll down, and select **Confirm Booking**.



Four Points Midtown - Times Square

326 West 40th St
New York, New York, 10018
US
212-967-8585

Checking In: Mon Jan 23
15:00

Room 1, Days 4, Guests 1

Confirmation: 98443471 \$FP\$
Status: Confirmed

Checking Out: Fri Jan 27
12:00

Additional Information

Rate:

Jan 23 - Jan 24	\$113.00 USD
Jan 24 - Jan 25	\$142.00 USD
Jan 25 - Jan 26	\$170.00 USD
Jan 26 - Jan 27	\$151.00 USD

Room Details

Room Description: RoomDescriptionCodeLTAA00
Special Instructions: Nonsmoking

Cancellation Policy

Cancel Permitted Up To 02 Days Before Arrival. 133.17 Cancel Fee Per Room.

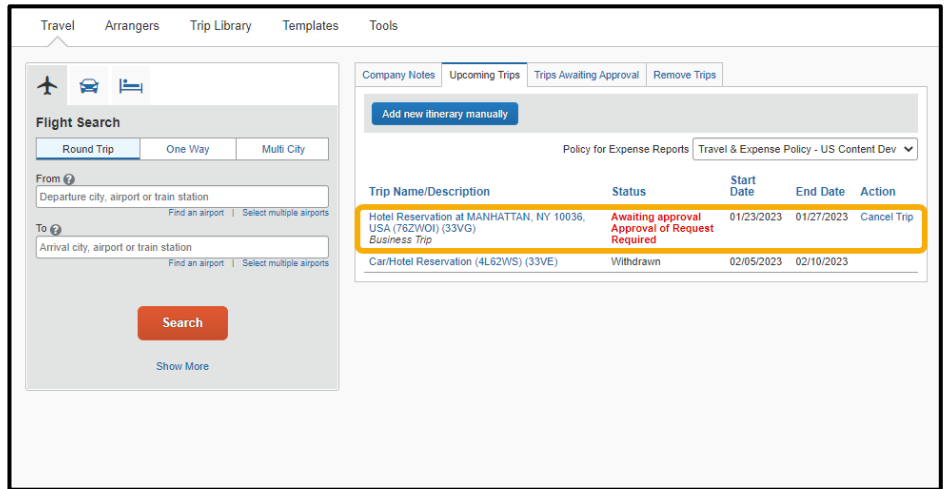
TOTAL ESTIMATED COST

Hotel:	\$576.00 USD
Total Estimated Cost:	\$576.00 USD

Almost done... Please confirm this itinerary.

Display Trip << Previous Confirm Booking>> Cancel Trip

Your trip displays on the **Upcoming Trips** tab on the SAP Concur home page.



The screenshot shows the SAP Concur interface with the 'Upcoming Trips' tab selected. On the left is a 'Flight Search' form with fields for 'From' and 'To', and a 'Search' button. On the right is a table of upcoming trips.

Trip Name/Description	Status	Start Date	End Date	Action
Hotel Reservation at MANHATTAN, NY 10036, USA (76ZWOI) (33VG) Business Trip	Awaiting approval Approval of Request Required	01/23/2023	01/27/2023	Cancel Trip
Car/Hotel Reservation (4L62WS) (33VE)	Withdrawn	02/05/2023	02/10/2023	