

TRAVEL APPLICATION


Travel

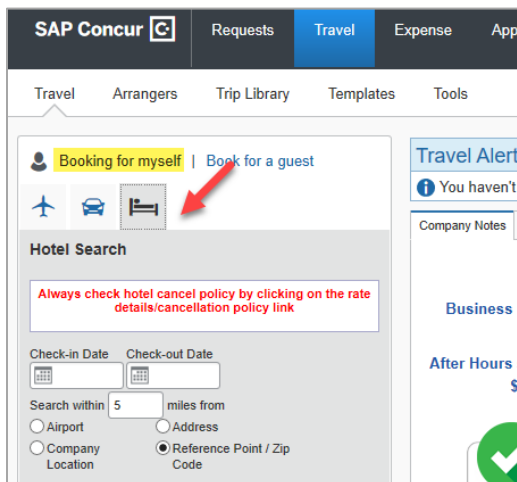
HELPFUL HINTS

- The Concur Booking tool is managed by Fox World Travel.
- Using the Conferma Lodging card (company-paid card) provides an alternative for travelers who do not want to use personal credit cards for lodging reservations. Conferma, the secure pay company, charges a \$3.00 fee per transaction.
- Download the Conferma App – instructions are found [here](#). Using the app at hotel check-in provides the Conferma Lodging credit card number to assist in uninterrupted check-in and confirmed payment.
- Once booked, a confirmation email will be sent.
- To book lodging with a conference-rate, contact a Fox World Travel agent at nebraska@foxworldtravel.com or 855-694-4287 and provide the following details:
 - Link to the conference organizer
 - Dates of travel
 - Name of attendees/guests
 - Request using the University secure pay feature

PROCEDURE

From the Concur home screen, click on the  icon. Enter the dates, reference point (city, zip code, etc.) and click on **Search**.

 Note: if you have the designation to book for guests, ensure you are booking the reservation for yourself.



BOOK A HOTEL USING CONFERMA LODGING CARD

Updated March 13, 2020

Select the appropriate field and click on **Next >>** at the bottom right of the screen.

Welcome to Concur!

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.


Thank you.

Business

Personal

Companion

Locate the desired hotel and click on the room option.



3. Homewood Suites by Hilton Downtown
550 15th Street, Denver, CO 80202 [Map it](#)

0.3 miles ★★★★★

\$319

[Hide Rooms](#)

[Hotel details](#)

Room Options

- Hilton Honors Discount -honors Semi-flex 1 King City Vw Large Studio Suite Ns Sofabd Hdtv Free Wi-fi Hot Breakfast Included (Apollo) [Rules and cancellation policy](#) **\$319**
- Hilton Honors Discount -honors Semi-flex 1 King City Vw W Kitchen Studio Ste Nonsmoking Sofabd Hdtv Free Wi-fi Hot Breakfast Included (Apollo) [Rules and cancellation policy](#) **\$319**
- Hilton Honors Discount -honors Semi-flex 1 King Bed Urban Studio Mountain View Nonsmoking Comp Hi Speed-daily Hot Brkfst-lite Meal M-th (Apollo) [Rules and cancellation policy](#) **\$319**

Add preferences if desired and update information as needed.

Review and Reserve Hotel

REVIEW HOTEL ROOM
Homewood Suites by Hilton Downtown
Hilton Honors Discount -honors Semi-flex 1 King City Vw Large Studio Suite Ns Sofabd Hdtv Free Wi-fi Hot Breakfast Included
3 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Monday, May 18, 2020	Thursday, May 21, 2020	550 15th Street Denver, Colorado 80202 United States	303-534-7800

* 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)

 Request foam pillows Request rollaway bed Request crib

ENTER HOTEL GUEST INFORMATION
Ensure the name below matches the I.D. shown on the day of check-in. ⓘ

Hotel Guest [Edit](#) | [Review all](#)

Name: Shannon M Poppe Phone: 4024720610

Hotel Program [Add a Program](#)

BOOK A HOTEL USING CONFERMA LODGING CARD

Updated March 13, 2020

Review the price summary.

REVIEW PRICE SUMMARY			
Description	Nightly rate	Dates	Total
Homewood Suites by Hilton Downtown	\$306.36	May 18 - May 19	\$306.36
	\$324.99	May 19 - May 21	\$649.98
Total Estimated Cost: \$956.34*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

Within the payment section, in the dropdown menu select the *Conferma Lodging card (...)* option.

SELECT A METHOD OF PAYMENT

For **PERSONAL** and **COMPANION** travel, select your **personal card** from the dropdown.
Note: The applicable service fee will be charged to your personal card at the time of ticketing:

\$5.00= Domestic air only or air with car/hotel
 \$15.00= International air only or air with car/hotel

Choose the University Preferred Vendor Card for **BUSINESS** travel **ONLY**.

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

Conferma Lodging Card (...) ? [Add credit card](#)

* Indicates credit card is a company card

Accept the rate details and cancellation policy by checking the box.

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

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

TOTAL RATE: 1106.97 USD
 EXTRA PERSON: 10.00 USD ROLLAWAY ADULT CHARGE
RATE CHANGES OVER DURATION OF STAY

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

Back
Reserve Hotel and Continue

Click on Reserve Hotel and Continue.

BOOK A HOTEL USING CONFERMA LODGING CARD

Updated March 13, 2020

Review the trip overview. Note the **steps** that must be finalized before the booking is complete.

Trip Summary

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

Travel Details

Important: If you are making a NEW reservation or CHANGING an existing one, be sure to complete your booking by following the prompts at the bottom of the page until you have reached the last page indicating you are finished.

TRIP OVERVIEW

I want to... Print Itinerary E-mail Itinerary	Trip Name: Hotel Reservation at DENVER, CO, USA (Edit) Start Date: May 18, 2020 End Date: May 21, 2020 Created: March 11, 2020, Shannon Poppe <i>(Modified: March 11, 2020)</i> Description: (No Description Available) (Edit) Business Personal or Companion Trip: Business Agency Record Locator: J91C8A Reservation for: Shannon M Poppe Total Estimated Cost: \$1,106.97 USD (Details)	Add to your itinerary <input type="checkbox"/> Car <input checked="" type="checkbox"/> Hotel Booked outside Concur? Enter your trip manually, connect with TripIt, or send your itinerary to plans@concur.com.
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Review the Reservation details.

RESERVATIONS

Monday, May 18, 2020

Homewood Suites by Hilton Downtown [Change](#) | [Cancel](#)

550 15th Street
Denver, Colorado, 80202
US
[303-534-7800](tel:303-534-7800)

Checking In: Mon May 18 12:00
Room 1, Days 3, Guests 1

Checking Out: Thu May 21 12:00

Confirmation: 94600816
Status: Confirmed

Additional Information

Rate:
May 18 - May 19 \$306.98 USD
May 19 - May 21 \$649.98 USD

Room Details
Room Description: RoomDescriptionCodeA0HBPB
Special Instructions: Nonsmoking

Cancellation Policy
Cancellation Fees may apply
4 Day Cancellation Required

[Add to your Itinerary](#)

Review the total estimate cost.

Note: if you close at this point the reservation may be cancelled.

TOTAL ESTIMATED COST

Hotel:	\$1,106.97 USD
Total Estimated Cost:	\$1,106.97 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.

Click on [Next >>](#).

BOOK A HOTEL USING CONFERMA LODGING CARD

Updated March 13, 2020

Review and edit the Trip Booking Information. If booking for another employee or guest, provide their email address in the "Send copy of confirmation" field below.

Enter the required information.

 Note: if using the Triplt app, select either to connect the trip information with Triplt or make it private.

1. Enter your personnel number (even if you are booking for a guest).
2. Enter the four-digit code from the approved travel request.
3. Select the type of travel from the dropdown menu.
4. Enter the purpose of the trip.
5. Enter the cost center associated with this travel booking.

Click on **Next >>** to finalize the reservation.

 Note: if you close before clicking on **Next >>** the reservation may be cancelled.