

### 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.
- Once booked, a confirmation email will be sent.
- Conferma/Fox World Travel **cannot** book conference rates as the blocks are held by a third party. For a conference rate, this requires the room to be booked individually by the traveler on the conference website. Travelers will need to use their personal credit card to secure the hotel reservation.

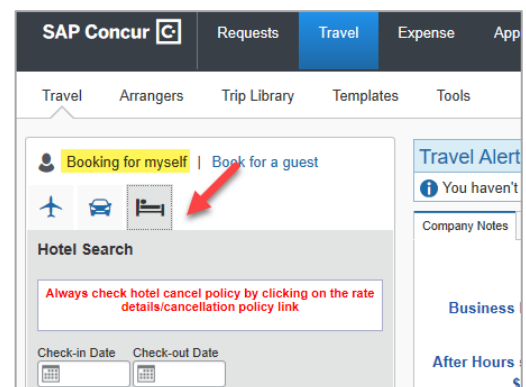
### RECOMMENDATIONS

- 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.
- Print out and take the Conferma confirmation email sent from Fox World Travel.
- Do not provide a personal credit card for *lodging* when checking into the hotel. Contact Fox World Travel if the hotel asks for personal credit for *lodging*.
  - Personal credit cards may be requested for *incidentals*. Upon check-out, confirm a personal credit card has not been charged for *lodging*.

### PROCEDURE

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


 Note: unless booking for a guest, travelers need to be on the “book for myself” tab. For guest/student reservations, select the “book for a guest” tab.



# BOOK A HOTEL USING CONFERMA LODGING CARD

Updated September 24, 2021

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 Cty 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](#)

Review the 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
<b>Total Estimated Cost: \$956.34*</b>			
<b>Total Due Now: \$0.00**</b>			

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

# BOOK A HOTEL USING CONFERMA LODGING CARD

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

 Note: the method of payment will default to the company card if a personal credit card is not listed in the employee profile.

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

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

Click on .

# BOOK A HOTEL USING CONFERMA LODGING CARD

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

The screenshot shows a 'Finalize Trip' step with a red arrow pointing to the 'Review Travel Details' link. The 'TRIP OVERVIEW' section contains the following information:


- 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 (Modified: March 11, 2020)
- 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)

On the right, there is an 'Add to your itinerary' section with 'Car' and 'Hotel' options. A note below states: 'Booked outside Concur? Enter your trip manually, connect with TripIt, or send your itinerary to plans@concur.com.'

Review the Reservation details.

The screenshot shows reservation details for 'Homewood Suites by Hilton Downtown' on Monday, May 18, 2020. The address is 550 15th Street, Denver, Colorado, 80202, US, with phone number 303-534-7800. The reservation is for Monday, May 18, 15:00 to Thursday, May 21, 12:00, for 1 room, 3 days, and 1 guest. The confirmation number is 94600816, and the status is Confirmed. The rate is \$306.36 USD for May 18 - May 19 and \$649.98 USD for May 19 - May 21. The room description is RoomDescriptionCodeA0HBPB, and special instructions include Nonsmoking. The cancellation policy states that cancellation fees may apply and a 4-day cancellation is required. There is an 'Add to your itinerary' button at the bottom.

Review the total estimate cost.

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

The screenshot shows a 'TOTAL ESTIMATED COST' summary table:


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

Below the table, a yellow warning box states: '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.' At the bottom right, there are 'Next >>' and 'Cancel Trip' buttons.

Click on .


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.