BOOK A HOTEL USING CONFERMA LODGING CARD

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 Search.

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.
Locate the desired hotel and click on the room option.

Add preferences if desired and update information as needed.

Review the price summary.
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 Reserve Hotel and Continue.
Review the trip overview. Note the steps that must be finalized before the booking is complete.

Review the Reservation details.

Review the total estimate cost.

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

Click on Next >>.
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 TripIt app, select either to connect the trip information with TripIt 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.