BOOK A HOTEL USING COMPANY-PAID CARD

TRAVEL APPLICATION

Travel

HELPFUL HINTS

- The Concur Booking tool is managed by Travel & Transport, the University of Nebraska and State College System travel agency.
- Download the Conferma App – instructions are found here. Using the app at hotel check-in provides the company-paid credit card number to assist in uninterrupted check-in and confirmed payment.
- Once booked, a confirmation email will be sent. See example here.

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.
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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. Sheraton Denver Downtown Hotel
1550 Court Place, Denver, CO 80202-5167

Regular Rate, Guest Room, 1 King (Apollo)
Rules and cancellation policy

Regular Rate, Guest Room, 1 King (Apollo)
Rules and cancellation policy

Aaa Rate, Aaa Membership Card Required, Guest Room, 2 Queen (Apollo)

Add preferences if desired and update information as needed.
Review the price summary.

Within the payment section, in the dropdown menu select the University paid (...) option.

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

Click on Reserve Hotel and Continue.
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Review the trip overview.

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.

Note: if booking for another employee or guest, provide their email address in the “Send copy of confirmation” field below.
Note: if using the TripIt app, select either to connect the trip information with TripIt or make it private.

Enter the required information.

1. Enter the Cost Center associated with this travel booking.
2. Select the type of travel from the dropdown menu.
3. Enter personnel number of the person making the booking.
4. Type in your initials.
5. Enter the purpose of the trip.

Click on Next >> to finalize the reservation.

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