

TRAVEL APPLICATION

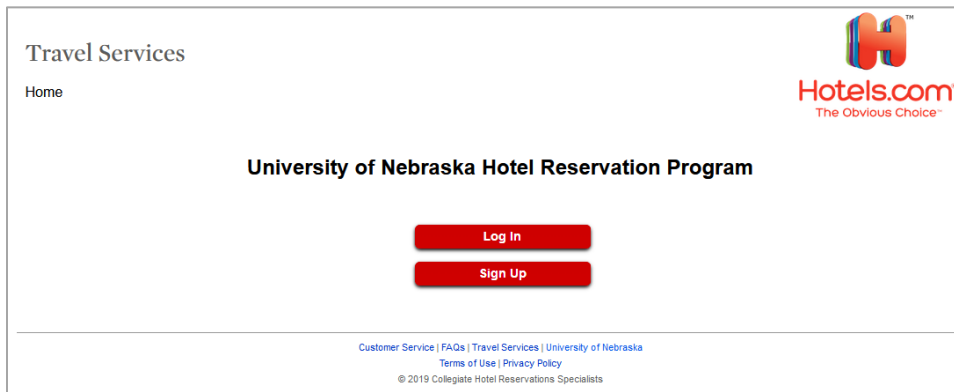
Travel

HELPFUL HINTS

- Travelers need to sign up prior to using the hotel reservation system.



Note: to arrange travel for another NU employee, the employee must first sign up within this website.

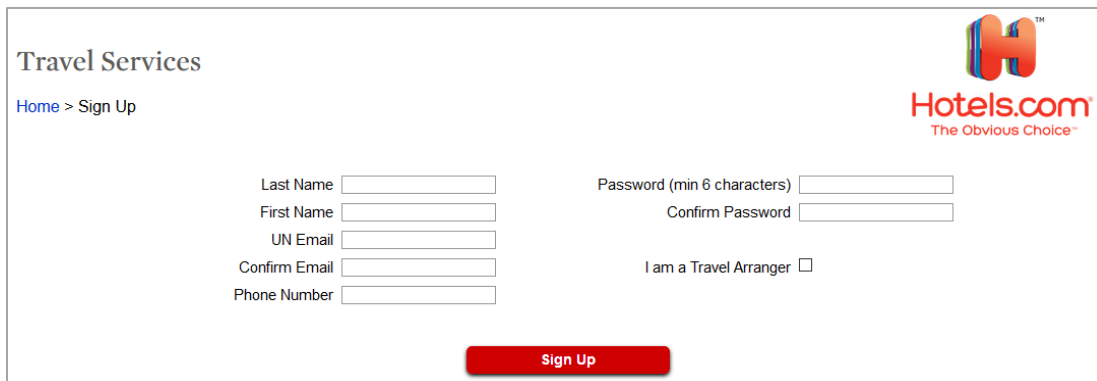


ACCOUNT SIGN UP

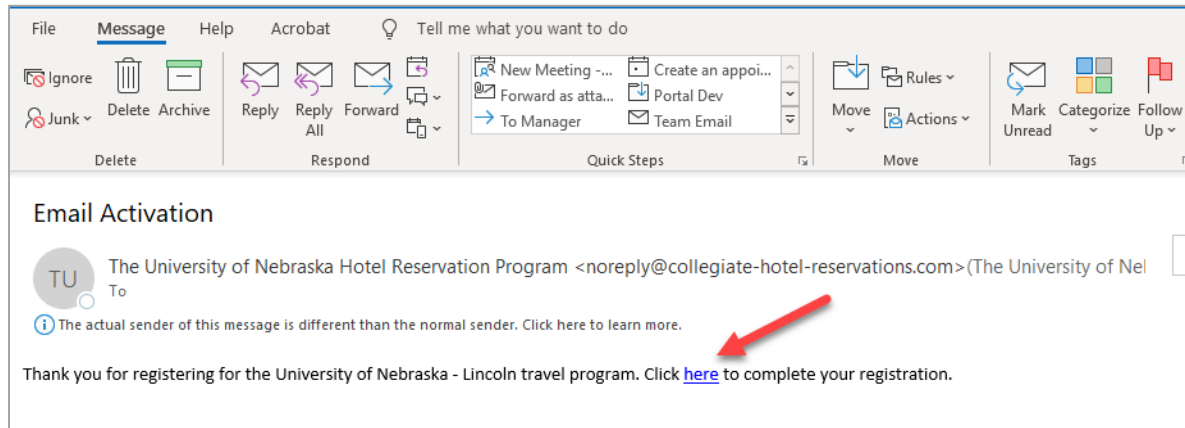
For a first-time user, you will need to sign up for an account. Open the following webpage: <https://www.booksmarttravel.com/UN/>. Enter your information in the fields and select the checkbox if you are a travel arranger. Click on **Sign Up**.



Note: passwords can be letters and numbers; however the system does not accept special characters.

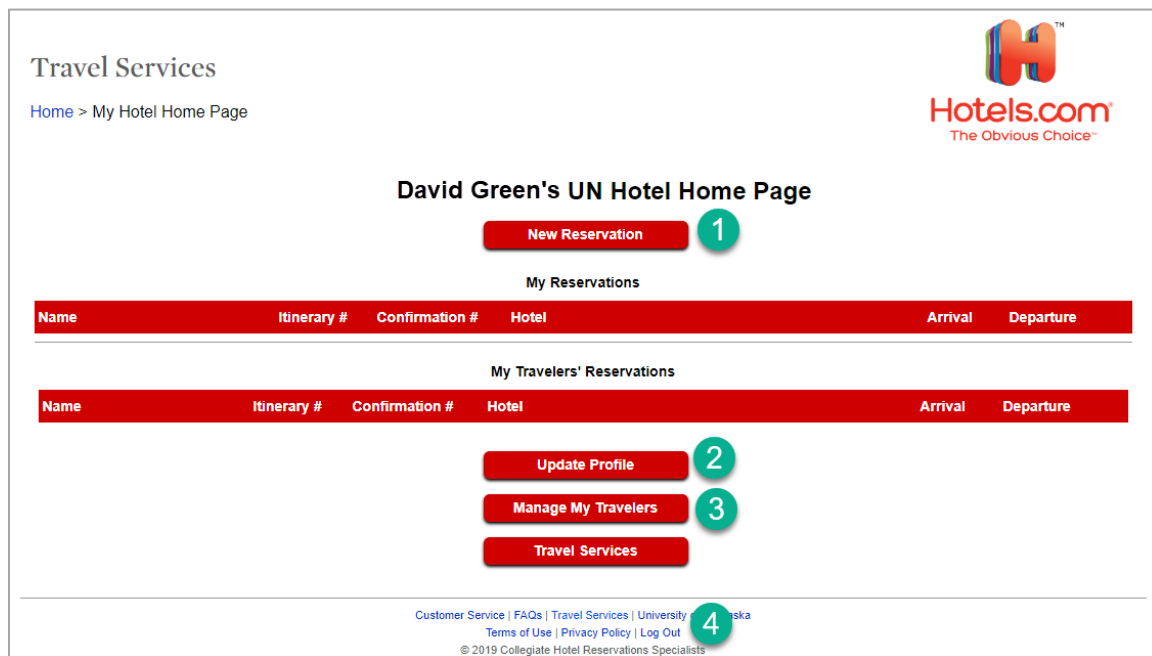


You will receive a notification in your NU email account. Click on the link to activate your account.



You may need to log in if not automatically redirected to your newly created account.

HOME PAGE OVERVIEW



1. Create a new reservation.
2. Update your profile.
3. Manage your travelers (if you selected the checkbox noting you are a travel arranger).
4. Log out.

UPDATE PROFILE

From the Hotels.com home page, click on **Update Profile**. Make any necessary changes. From this page you can:

1. Update your contact information.
2. Add or remove the option of being a travel arranger.
3. Update your password.

MANAGE MY TRAVELERS

From the Hotels.com home page, click on **Manage My Travelers**. From this page you can:

1. Add a new traveler (the employee must already be signed up within this website).
2. Remove a traveler.

Email Address	First Name	Last Name	
melody.stark@nebraska.edu	melody	stark	Remove

RESERVATIONS

From the Hotels.com home page, click on **New Reservation**.

1. Select the appropriate traveler classification.
2. Enter the required information. Note: the required information may differ depending on your traveler classification selection.
3. Click on **Continue**.

### Travel Services

[Home](#) > [My Hotel Home Page](#) > Traveler Classification

- I am making University business hotel reservations for myself. 1
- I am a Travel Arranger making University business hotel reservations for someone else.
- I am making University business hotel reservations for a non-employee traveler.
- I am making personal hotel reservations for myself.
- I am a Travel Arranger making personal hotel reservations for someone else.

Cost Object

Type of Travel  Domestic 2

Foreign/International

Athletic Recruiting

Reason For Travel

SAP Automated Trip # (Optional)

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3 **Continue**

Enter the search criteria and click on **Search**.

### Travel Services

[Home](#) > [My Hotel Home Page](#) > [Traveler Classification](#) > Hotel Search

Find your destination by

City and State  Address

City & State

Check-in

Check-out

	Adults (18+)	Children (0-17)
Room 1	<input type="text" value="1"/>	<input type="text" value="0"/>

[Add room](#)

**Search**

Select a hotel from the options provided or click on **Refine Your Search**.

**Denver, CO (434 properties found)**

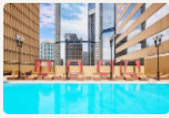
Sort by

**Refine Your Search**

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[Sheraton Denver Downtown Hotel](#)

1550 Court Place Denver CO



★★★★☆

Near Colorado State Capitol Building

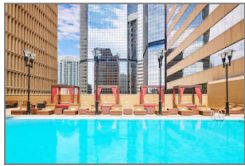
[Map](#)

Nightly rate from  
**\$192**

**Select**


Review the hotel information and make a room selection by clicking on **Book now**.

**Sheraton Denver Downtown Hotel**



Featured Image

< >




[View more](#)

**Amenities**

- ✓ 24-hour front desk
- ✓ 24-hour health club
- ✓ ATM/banking
- ✓ Accessible bathroom
- ✓ Ballroom
- ✓ Banquet hall
- ✓ Breakfast available (surcharge)

[View more](#)

 Map

Sheraton Denver Downtown Hotel  
 1550 Court Place Denver, CO, 80202, US

[View on larger map](#)

**Guest Rooms**

<p><b>Room, 2 Queen Beds</b></p> <p><a href="#">View more</a></p>	<p>Avg. Nightly Rate  <span style="font-size: 24pt;"><b>\$236</b></span></p> <p><b>Book now</b></p>
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 **Note:** you can navigate throughout the reservation by clicking on a location in the breadcrumb at the top of each page.

**Travel Services**


[My Hotel Home Page](#) > [Traveler Classification](#) > [Hotel Search](#) > [Hotel Results](#) > Hotel Information

Review the booking summary.

1. Enter the traveler cellphone number.
2. Select Yes on the Payment Information section to pay with the university preferred credit card.


Travel Services

[Traveler Classification](#) > [Hotel Search](#) > [Hotel Results](#) > [Hotel Information](#) > [Traveler Information](#)



Hotels.com  
The Obvious Choice™

**Your Booking Summary**



**Sheraton Denver Downtown Hotel**  
1550 Court Place, Denver, CO, US  
★★★★☆

**Check in:** Wednesday, August 28, 2019  
**Check out:** Saturday, August 31, 2019

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Rooms: 1   Adults: 1   Children: 0

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<b>Room, 1 King Bed</b>	
Room 1	\$577.00

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Taxes and Fees	\$91.48
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<b>Total to pay now</b>	<b>\$668.48</b>
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All prices are displayed in \$ USD

Full payment will be charged to your credit card when you book this hotel. Please be aware that your bank may convert the payment to your local currency and charge you an additional conversion fee. This means that the amount you see on your credit or bank card statement may be in your local currency and therefore a different figure than the Total Price shown above. If you have any questions about this fee or the exchange rate applied to your booking, please contact your bank.

**Traveler Information**

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First Name

Last Name

Cell Phone  
 1

Smoking Preference

There are only non-smoking rooms remaining

[Special Requests](#) (optional)

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**Payment Information** 2

UN Preferred Credit Card  Yes  No

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[Cancellation Policy & Terms and Conditions](#)

Checkmark the box to agree to the Cancellation Policy & Terms and Conditions. Click on **Continue**.

**Cancellation Policy & Terms and Conditions**

We understand that sometimes your travel plans change. We do not charge a change or cancellation fee. However, this property (Sheraton Denver Downtown Hotel) imposes the following penalty to its customers that we are required to pass on: Cancellations or changes made after 11:59 PM ((GMT-06:00)) on Aug 25, 2019 are subject to a 1 Night Room & Tax penalty. If you fail to check-in for this reservation, or if you cancel or change this reservation after check-in, you may incur penalty charges at the discretion of the property of up to 100% of the booking value.


I agree to the above Cancellation Policy.

By Completing this Reservation, you accept our [Terms and Conditions](#) & [Privacy Policy](#). This payment will be processed in the United States.

**Your credit card will be charged**  
**\$668.48** (including taxes and fees)


**Continue**

You can review this reservation before it's final.



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A pop-up box will appear. Review the reservation. If needed, click on Edit Reservation to make changes. If the reservation is correct, click on **Confirm Reservation**.

### Your Reservation

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**Sheraton Denver Downtown Hotel**  
1550 Court Place, Denver, CO, US

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**Check in:** Wednesday, August 28, 2019  
**Check out:** Saturday, August 31, 2019

---

Rooms: 1    Adults: 1    Children: 0

---

<b>Room, 1 King Bed</b>	
Room 1 - Non-smoking - David Green	\$577.00
<hr/>	
Taxes and Fees	\$91.48
<hr/>	
You will be charged a total of	\$668.48

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Reservation will be charged to the UN Preferred Credit Card

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**Confirm Reservation**
[Edit Reservation](#)

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A confirmation email will be sent to [dgreen@nebraska.edu](mailto:dgreen@nebraska.edu)

A confirmation email will be sent to you, whether you are booking for yourself or as a travel arranger.