

Use Engine to Book Lodging

Updated February 26, 2026

Travel Application

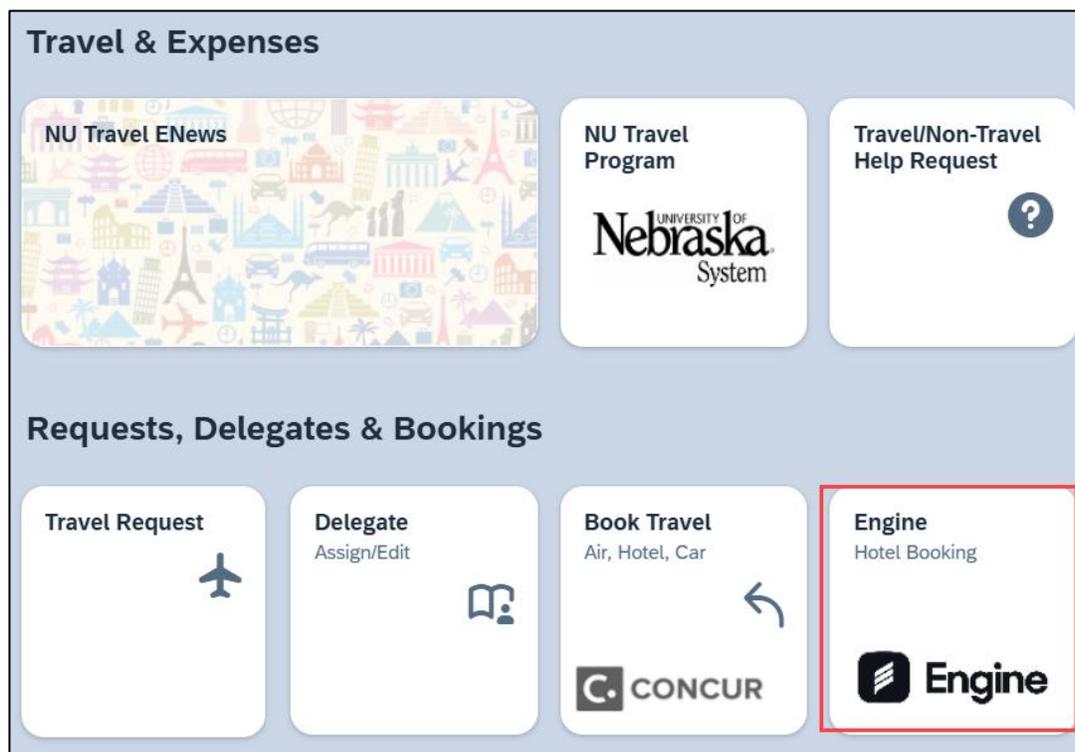
Engine

Helpful Hints

Users should log into Engine and add existing hotel loyalty programs.

Procedure

From within the *Travel & Expense* tile, click on *Engine*.

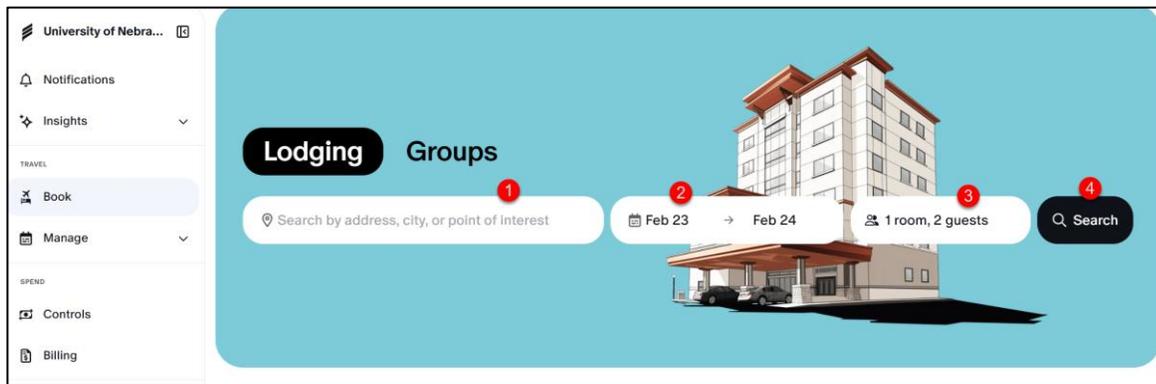


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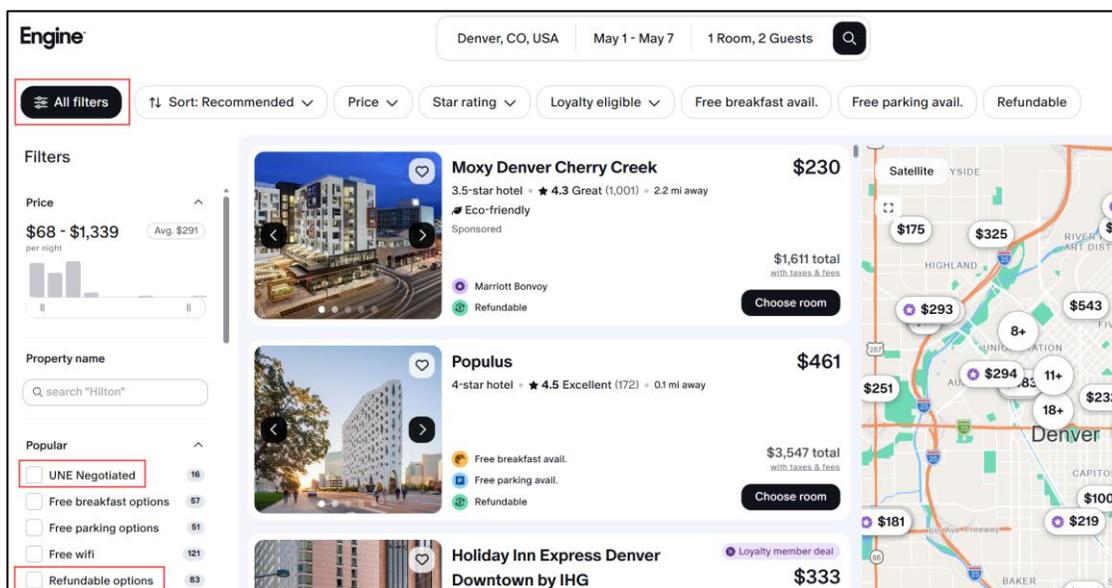
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To find a hotel, search with:

1. Location
2. Date range.
3. Number of rooms and guests. Note: up to eight rooms can be added to one reservation.
4. Click *Search*



Use *All Filters* to assist in sorting of available locations. UNE Negotiated rate hotels and refundable options are highly recommended.



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Colored icons denote available options with the location, such as free breakfast or refundable reservation. Select the desired location.

The screenshot shows the Engine search interface for Denver, CO, USA, from May 1 to May 7, for 1 room and 2 guests. The search results are filtered to show hotels with free breakfast, free parking, and refundable reservations. Three hotels are displayed:

- Moxy Denver Cherry Creek**: 3.5-star hotel, 4.3 Great (1,001), 2.2 mi away. Price: \$230. Total: \$1,611 with taxes & fees. Amenities: Eco-friendly, Sponsored, Marriott Bonvoy, Refundable.
- Populus**: 4-star hotel, 4.5 Excellent (172). Amenities: Free breakfast avail., Free parking avail., Refundable.
- Holiday Inn Express Denver Downtown by IHG**: 3-star hotel, 3.5 Great (1,174), 0.4 mi away. Price: \$444. Total: \$1,611 with taxes & fees. Amenities: Free breakfast, Free parking avail., IHG One Rewards, Refundable.

Select a room. Each entry displays details of the room, including a refundable date (if applicable). Click *Reserve*.

The screenshot shows the room details for a Standard 1 Queen Bed With City View. The room is priced at \$333 per night, with a total of \$2,316 including taxes and fees. The room is refundable until April 30. The room features air conditioning, free Wi-Fi, premium TV channels, and is non-smoking.

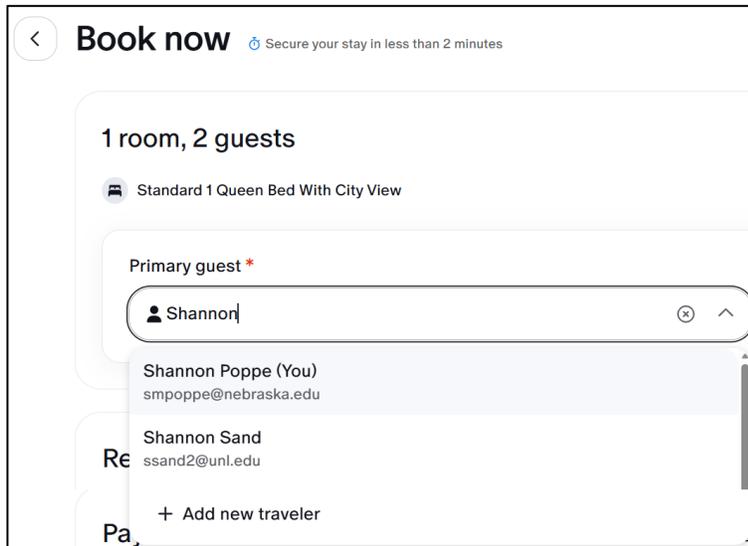
- Standard 1 Queen Bed With City View**: From \$333-\$365.
- Amenities**: Air conditioning, Free Wi-Fi, Premium TV channels, Non-smoking.
- Price**: \$333 (Best price). Total: \$2,316 w/ taxes & fees.
- Refundable**: Refundable until Apr 30.
- Reserve**: Reserve button.

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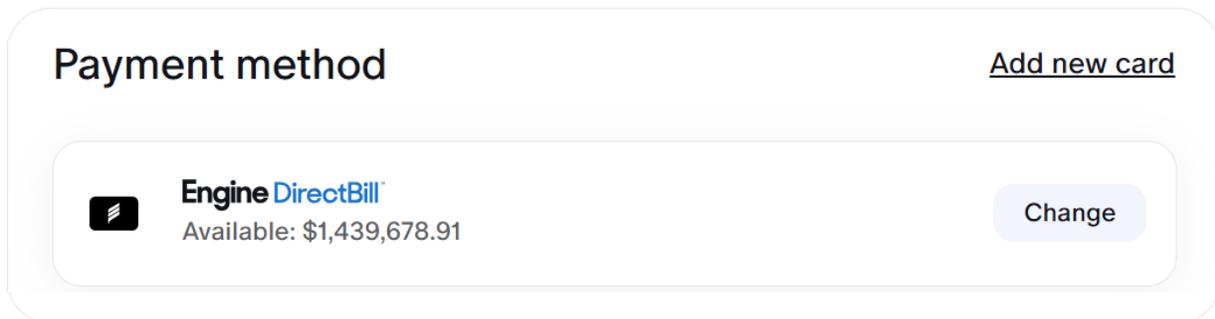
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Enter the primary guest name.

- If booking for someone else, enter their name.
- If booking for a guest (someone outside the University), scroll to the bottom and select *Add new traveler*.



Payment method defaults to *Direct Bill*. If a personal credit card is added/used, it will be billed immediately.



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Enter the required trip information.

Trip information

Arranger/Traveler Personnel #*

Please input the personnel number of the individual booking the reservation

Campus*

Please select the campus responsible for this booking

Coordinator/Arranger/Traveler Email Address*

Please fill out the email address of the individual booking this room

Cost Object #*

Firefly Report ID #*

Scroll down to review additional information regarding this booking.

Things to know

- ▼ **Property Cancellation Policy**

There is no penalty if cancelled before Wed, Apr 29 at 6:00pm MDT.
- ▼ **Traveler Notice**

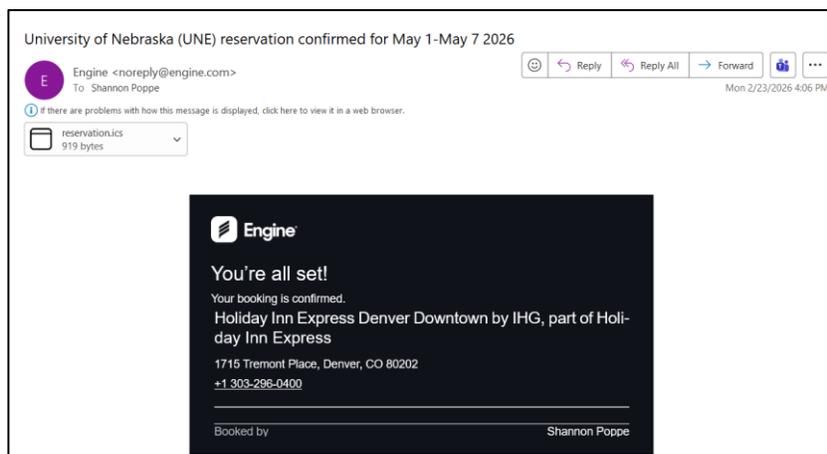
The guest must provide a valid credit card upon check-in for any incidentals. Please be advised the hotel may place a pre-authorization on this card that will be released upon checkout.
- ▶ **Itinerary Confirmation Per Room**

Click *Book Now*.

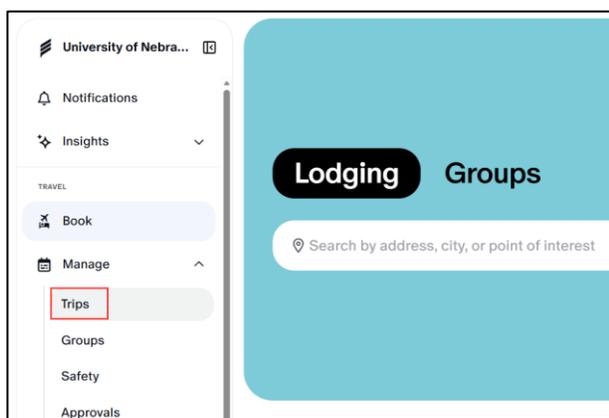
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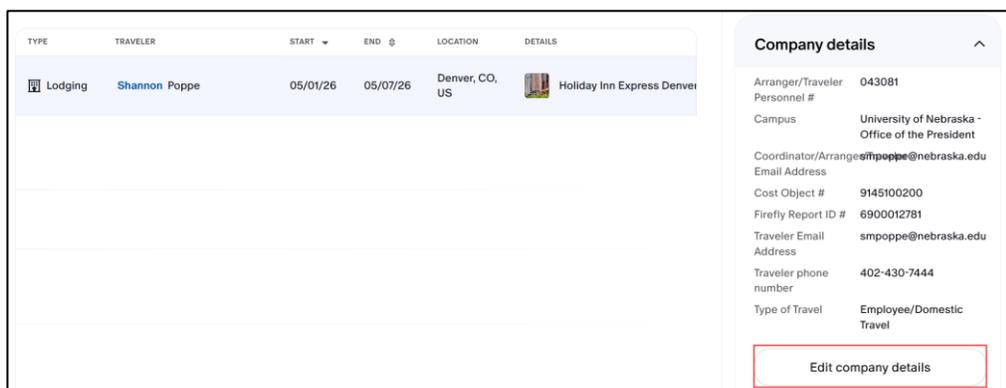
An email will be sent to the traveler and the coordinator (if applicable).



To manage the trip, from the left side panel select *Manage*, then *Trips*.



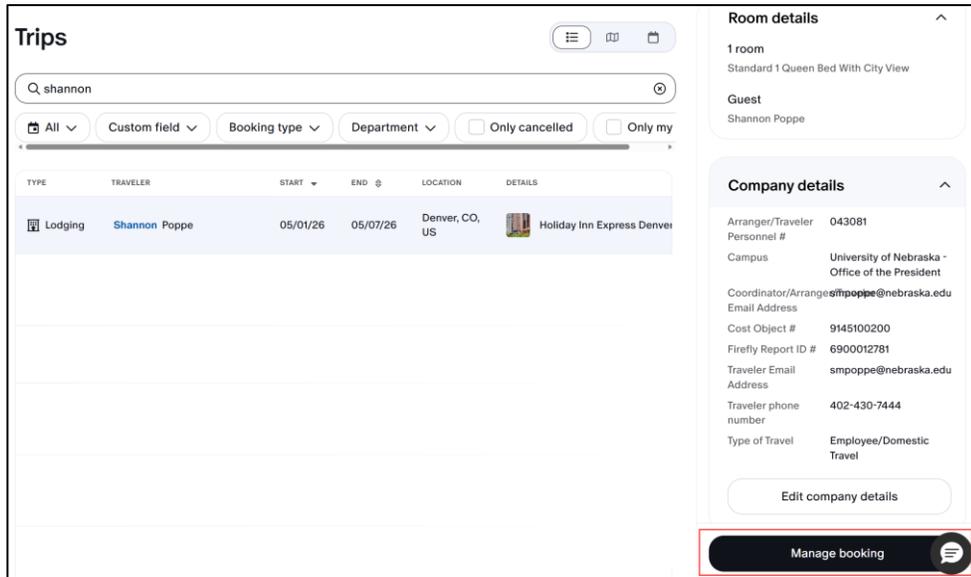
Select the desired trip and from the right-side panel, scroll down to *Company details*. Click *Edit company details* to make changes to items such as cost object or traveler email.



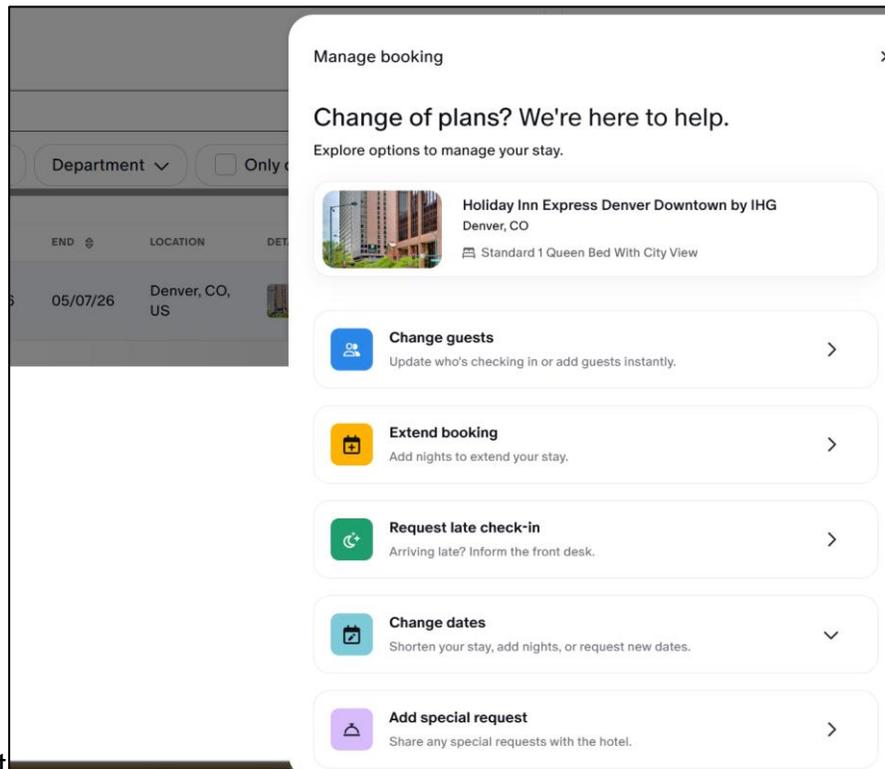
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Click *Manage booking* to edit the reservation.



Make changes to number of guests, extend the booking, request late check-in, etc.



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Need assistance with the reservation? Scroll down on right-side panel to *Need help?*

The screenshot shows a web interface for managing trips. At the top, there is a search bar with the text 'shannon'. Below the search bar are several filter buttons: 'All', 'Custom field', 'Booking type', 'Department', 'Only cancelled', and 'Only my'. A table of results is displayed below the filters. The table has columns for 'TYPE', 'TRAVELER', 'START', 'END', 'LOCATION', and 'DETAILS'. One row is visible with the following data: 'Lodging', 'Shannon Poppe', '05/01/26', '05/07/26', 'Denver, CO, US', and 'Holiday Inn Express Denver'. On the right side of the interface, there is a 'Location' dropdown menu and a 'Need help?' button, which is highlighted with a red box. Below the 'Need help?' button, there is a message: 'Contact Engine support to manage or change your booking at 855-567-4683. For faster support, mention #G-SOJETLR.'

TYPE	TRAVELER	START	END	LOCATION	DETAILS
Lodging	Shannon Poppe	05/01/26	05/07/26	Denver, CO, US	Holiday Inn Express Denver