

Book Hotel Using Company Paid Card

Updated August 4, 2026

Travel Application

Booking

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, travelers will need to use their personal credit card to secure the hotel reservation and submit expenses after the trip.

Recommendations

- Download the Conferma App. 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.
- 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 hotel icon. Enter the destination and dates, then click *Search Hotels*.

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

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The screenshot shows a mobile app interface for hotel booking. At the top, there are icons for flight, car, hotel, and train, with the hotel icon highlighted by a red box. Below the icons is a red text box that reads: "Always check hotel cancel policy by clicking on the rate details/cancellation policy link". Underneath is the "Hotel Search" section with fields for "Destination" (set to "Denver"), "Dates" (set to "08/18/2026 - 08/21/2026"), and "Distance" (set to "10 mi"). A blue "Search Hotels" button is at the bottom.

Locate the desired hotel and click on the room option.

The screenshot shows the hotel details page for "Fairfield Inn and Suites by Marriott Denver Tech Center South". The page includes a header with the hotel name, dates, and location. Below the header are tabs for "Overview", "Rooms", "Policies", and "Services and Amenities". The main content area features a large image of a lounge with blue armchairs and a fireplace, and a smaller image of the hotel exterior. To the right, there is a list of "Property Services & Amenities" including accessible facilities, complimentary breakfast, exercise gym, free parking, health club, high-speed internet access, indoor pool, on-site parking, and pool. At the bottom, there is a "Grand Getaways" section with details about the room and price. The price summary shows a nightly rate of \$103 and a total of \$322. A "View Rate Details" link is also present.

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.

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

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Review and Book



Fairfield Inn and Suites by Marriott Denver Tech Center South 2-Star Hotel
7056 East County Line, Highlands Ranch, CO 80126 Phone: 13032306700
[E-Receipts Enabled](#) [Negotiated Rate](#) Sustainability Score: 55 [ESG](#) 53.4KG CO₂e

XZ0uc8: Grand Getaways 2 Queen Beds Larger Bathrooms: 1 Mini Fridge Microwave 400 Square Feet/3
Nights: 3

Booking Includes
• Two queen beds
• Breakfast
• Free cancellation until 6:00PM on August 17, 2026.

Check-in
August 18, 2026

Check-out
August 21, 2026

Traveler Information
Your SAP Concur profile was used to complete your traveler information. Please ensure this information matches what is on your government issued ID.

Name on Reservation: Shannon M Poppe
Phone: (402) 430-7444
Email: smpoppe@nebraska.edu

Frequent Traveler Account: None

[Add Frequent Traveler Account](#) [Edit Information](#)

Room Preferences
Your requests will be forwarded to the hotel.

Special Requests: 0/30
e. g. room away from elevator

Indicate any additional requests. Fulfillment is not guaranteed.

Estimated Total Cost  **\$321.67**

Total Due Now	\$0.00
August 18, 2026	\$104.96
August 19 - August 20, 2026	\$201.10
2 nights x \$100.55	
Taxes, fees and charges	\$15.61

Payment

Form of Payment *
Conferma Lodging Card

[Add Payment Method](#)

☐ I have read and accept the rules & restrictions and policies.*
[Rules and Restrictions](#)

Book and Continue

[Change Selection](#)

Accept the rate details and cancellation policy by checking the box. Click *Book and Continue*.

Continue the reservation process.