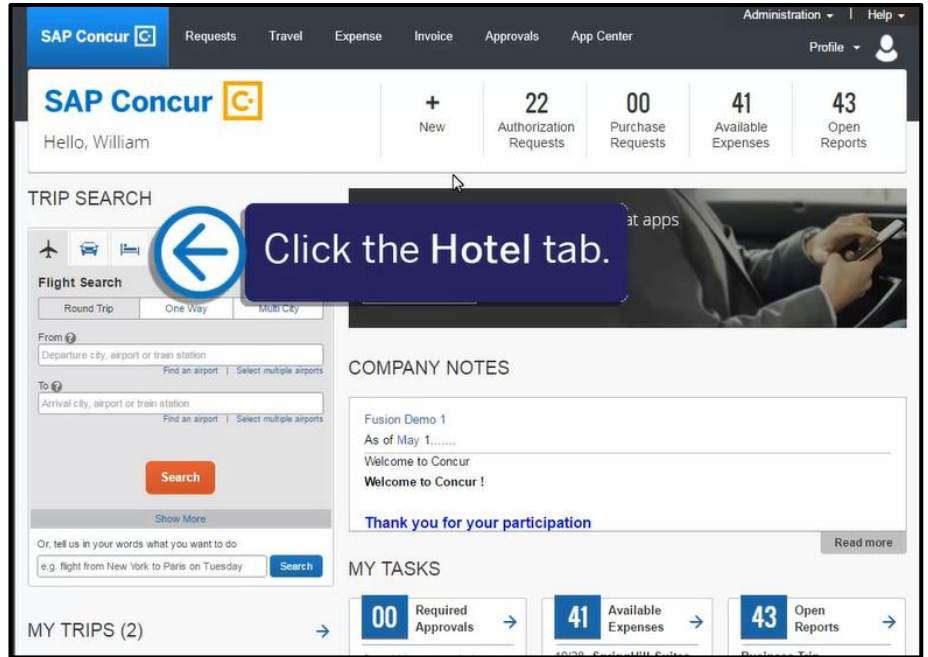


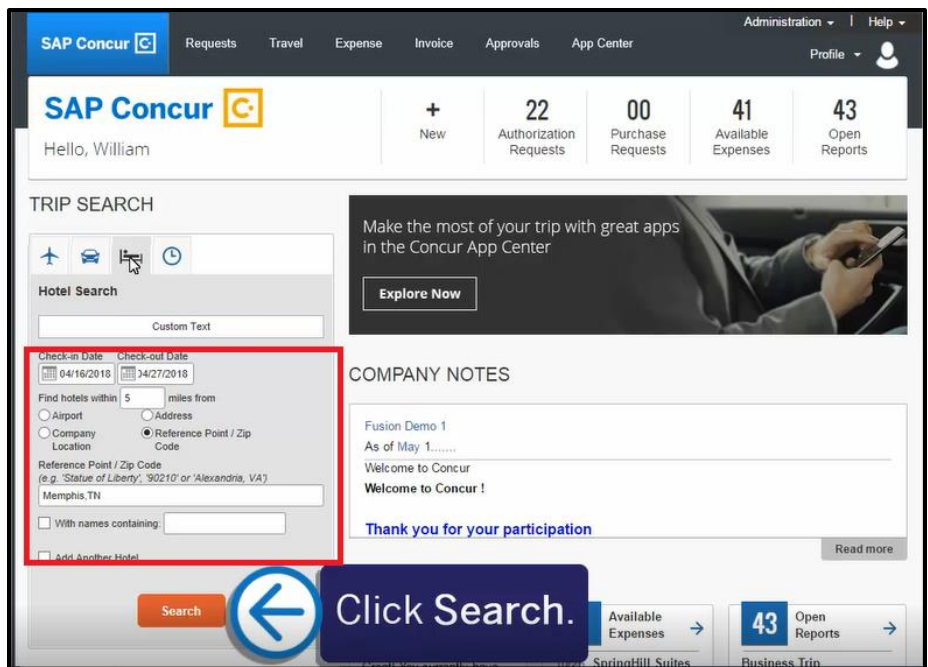
Booking a Hotel

SAP Concur makes it easy to book a hotel for an upcoming trip.

1. To book a hotel, from the SAP Concur home page, click the **Hotel** tab.

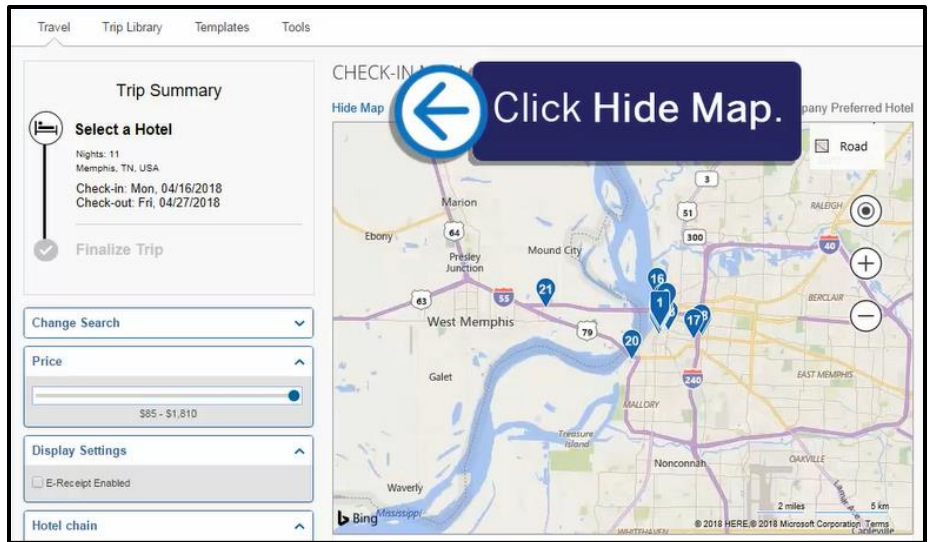


2. Enter your search criteria, such as check-in and check-out dates, location, and other search options, and then click **Search**.

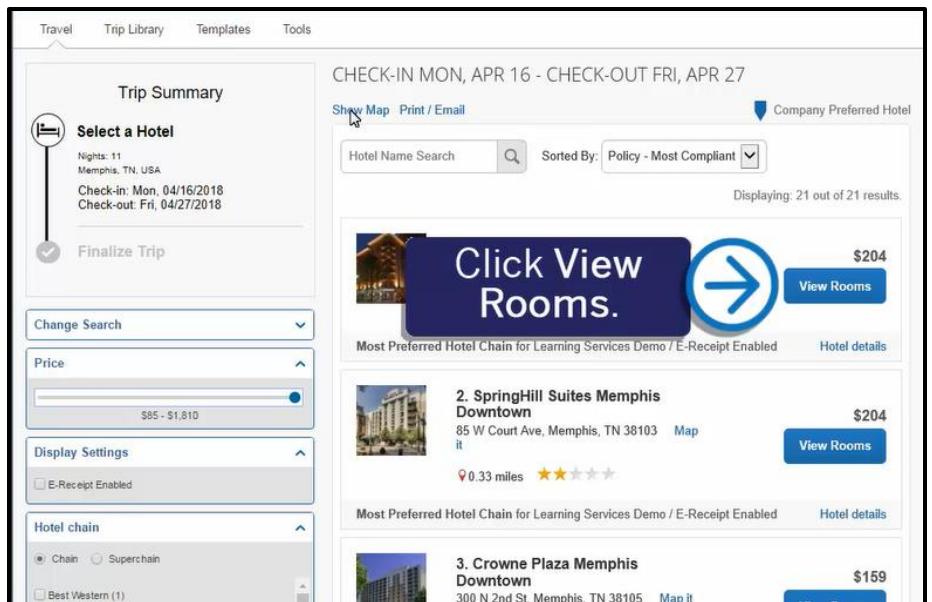


On the Hotel map, the numbered icons are the hotels located within your specified search radius.

- To hide the map and view more of the search results, click **Hide Map**.




- Review the hotel search results. To filter the results, use the Sorted By fields above the list.
- To view more details and to select a specific room type, click **View Rooms**.



Review the hotel information, room options, and cancellation policy.


- To reserve a room, click the price.

CHECK-IN MON, APR 16 - CHECK-OUT FRI, APR 27

[Show Map](#) [Print / Email](#)  Company Preferred Hotel

Hotel Name Search Sorted By: Policy - Most Compliant


Displaying: 21 out of 21 results.



1. Courtyard Memphis Downtown
75 Jefferson Ave, Memphis, TN 38103 [Map it](#)

📍 0.26 miles ★★★★☆

Click the price.



Most Preferred Hotel Chain for Learning Services Demo / E-Receipt Enabled is

Room Options

Regular Rate Guest Room 2 Queen Please cancel 2 days before arrival (Worldspan) Rules and cancellation policy	<input type="button" value="i"/> <input type="button" value="\$204"/>
Stay For Breakfast Rate Includes See Rate Rules Guest Room 2 Queen Please cancel 2 days before arrival (Worldspan) Rules and cancellation policy	<input type="button" value="i"/> <input type="button" value="\$224"/>

You will see your complete hotel itinerary and can review the details.

Review and Reserve Hotel

REVIEW HOTEL ROOM
Courtyard Memphis Downtown
Regular Rate Guest Room 2 Queen Please cancel 2 days before arrival
11 Nights | 1 Guest*

Check-in	Check-out	Address
Monday, April 16, 2018	Friday, April 27, 2018	75 Jefferson Ave Memphis, Tennessee 38103 United States

Phone
901-522-2200

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES
Your preferences and comments will be passed to the hotel.

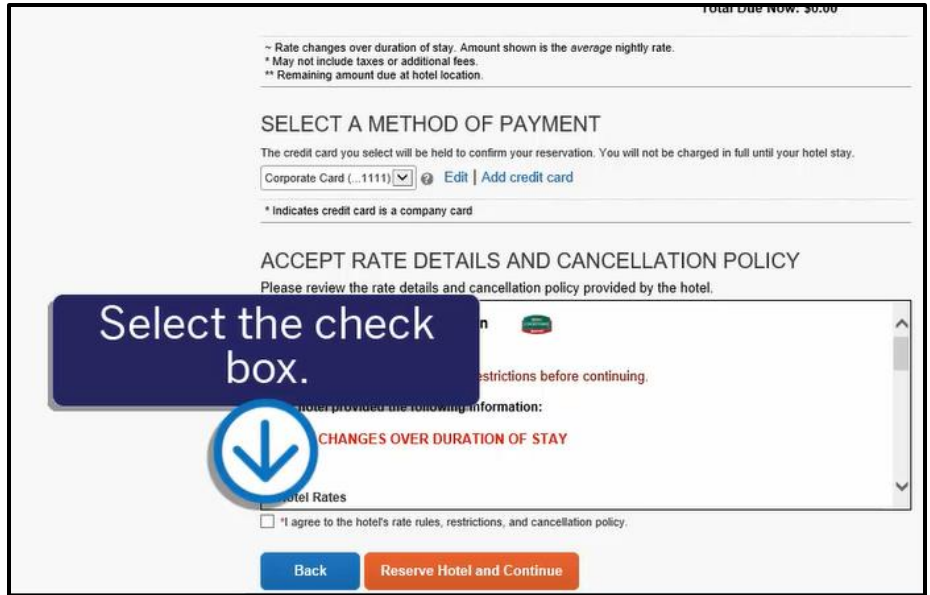
Comments (30 character max)

Request foam pillows Request rollaway bed Request crib

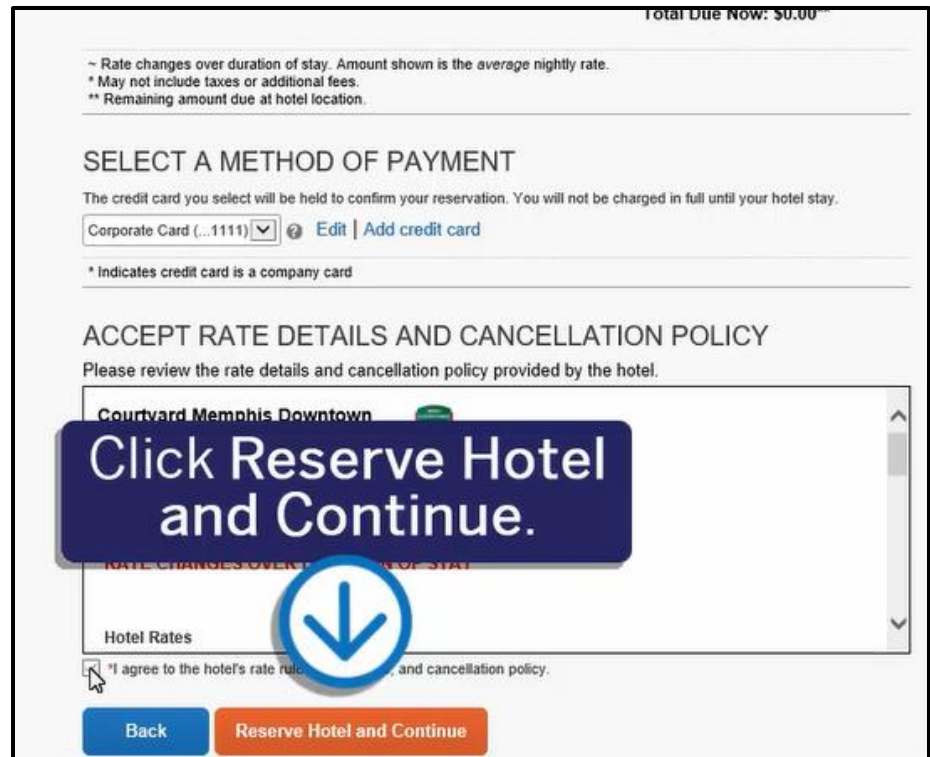
ENTER HOTEL GUEST INFORMATION
Ensure the name below matches the I.D. shown on the day of check-in. [?](#)

Hotel Guest [Edit](#) | [Review all](#)

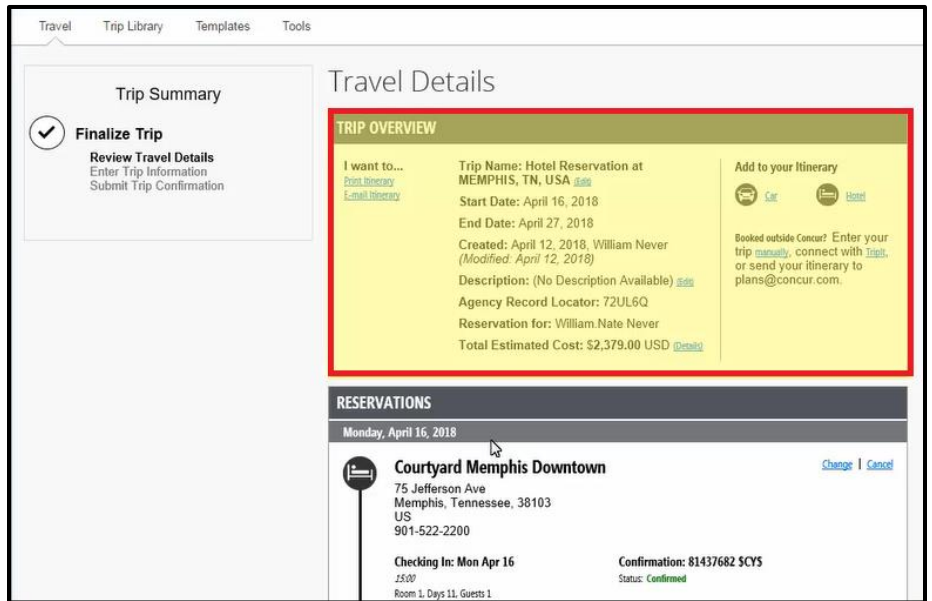
7. Scroll down and select the check box to agree to the hotel's rate rules, restrictions, and cancellation policy.



8. To finalize your hotel reservation, click **Reserve Hotel and Continue**.

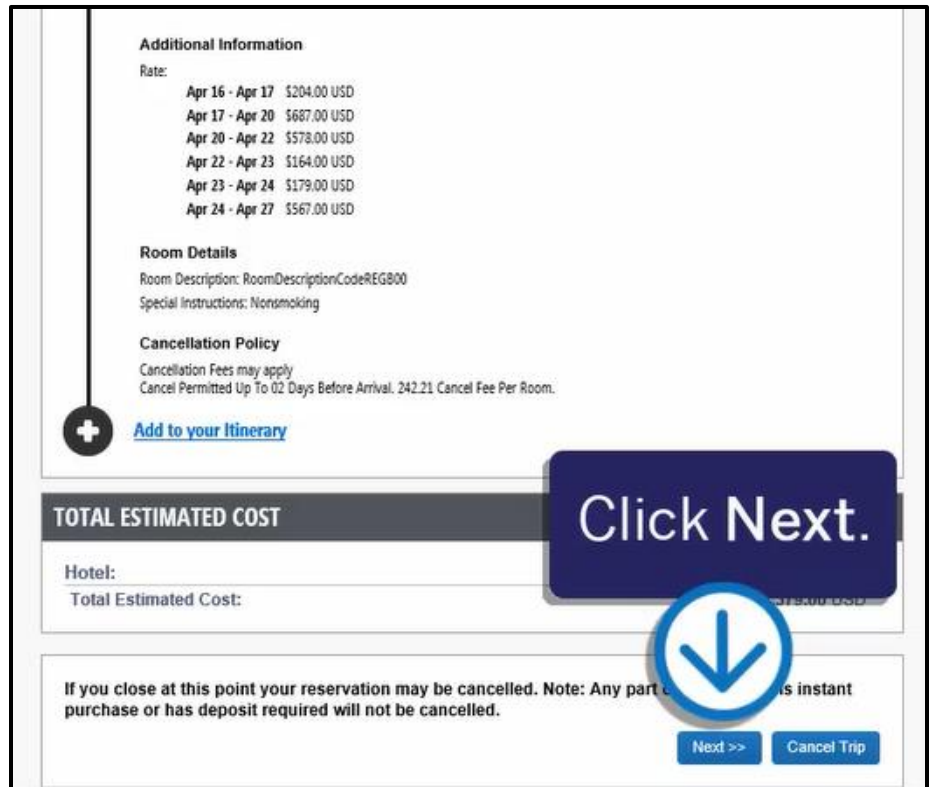


You will see your complete hotel itinerary and can review the details.



The screenshot shows the 'Travel Details' page in SAP Concur. On the left, there is a 'Trip Summary' section with a 'Finalize Trip' button and a 'Review Travel Details' link. The main content area is titled 'Travel Details' and contains a 'TRIP OVERVIEW' section with a red border. This section includes fields for 'I want to...' (with links for 'Print Itinerary' and 'E-mail Itinerary'), 'Trip Name: Hotel Reservation at MEMPHIS, TN, USA', 'Start Date: April 16, 2018', 'End Date: April 27, 2018', 'Created: April 12, 2018, William Never (Modified: April 12, 2018)', 'Description: (No Description Available)', 'Agency Record Locator: 72UL6Q', 'Reservation for: William.Nate Never', and 'Total Estimated Cost: \$2,379.00 USD'. To the right of the overview is an 'Add to your Itinerary' section with 'Car' and 'Hotel' icons and a note: 'Booked outside Concur? Enter your trip manually, connect with Trip, or send your itinerary to plans@concur.com.' Below the overview is a 'RESERVATIONS' section for 'Monday, April 16, 2018', featuring a 'Courtyard Memphis Downtown' reservation with address '75 Jefferson Ave, Memphis, Tennessee, 38103, US', phone '901-522-2200', 'Checking In: Mon Apr 16 25:00', 'Room 1, Days 11, Guests 1', and 'Confirmation: 81437682 SCYS' with a 'Status: Confirmed'.

9. To continue with the reservation, scroll down, and then click **Next**.

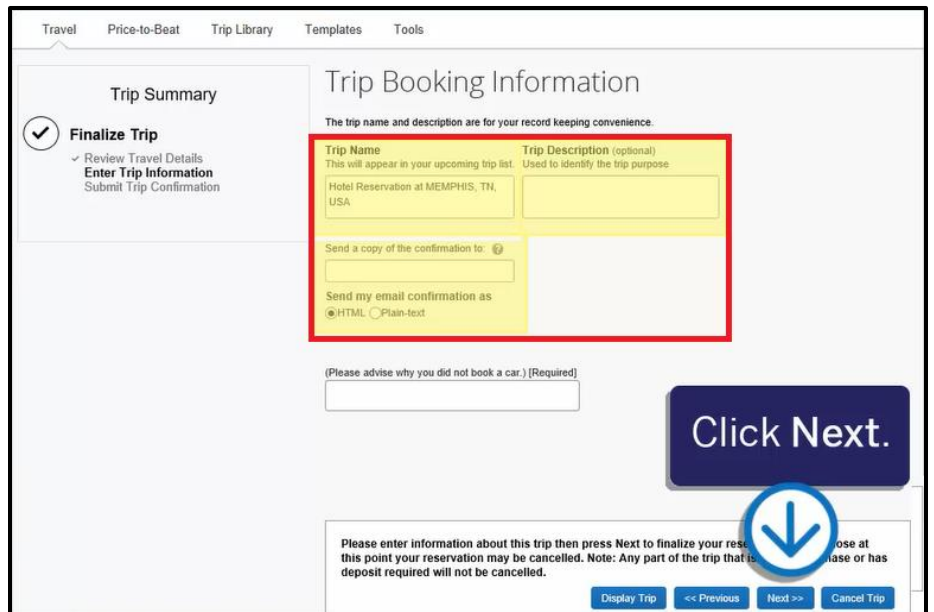


The screenshot shows the reservation details page. It includes sections for 'Additional Information' with a 'Rate' table, 'Room Details', and 'Cancellation Policy'. A blue button with a plus sign and the text 'Add to your Itinerary' is visible. Below these sections is a 'TOTAL ESTIMATED COST' section with fields for 'Hotel:' and 'Total Estimated Cost:'. A large blue callout box with the text 'Click Next.' and a downward arrow icon is overlaid on the right side. At the bottom, there is a disclaimer: 'If you close at this point your reservation may be cancelled. Note: Any part... is instant purchase or has deposit required will not be cancelled.' and two buttons: 'Next >>' and 'Cancel Trip'.

Rate	Rate
Apr 16 - Apr 17	\$204.00 USD
Apr 17 - Apr 20	\$687.00 USD
Apr 20 - Apr 22	\$578.00 USD
Apr 22 - Apr 23	\$164.00 USD
Apr 23 - Apr 24	\$179.00 USD
Apr 24 - Apr 27	\$567.00 USD

On the Trip Booking Information screen, you can modify the Trip Name, Description, and email confirmation options.

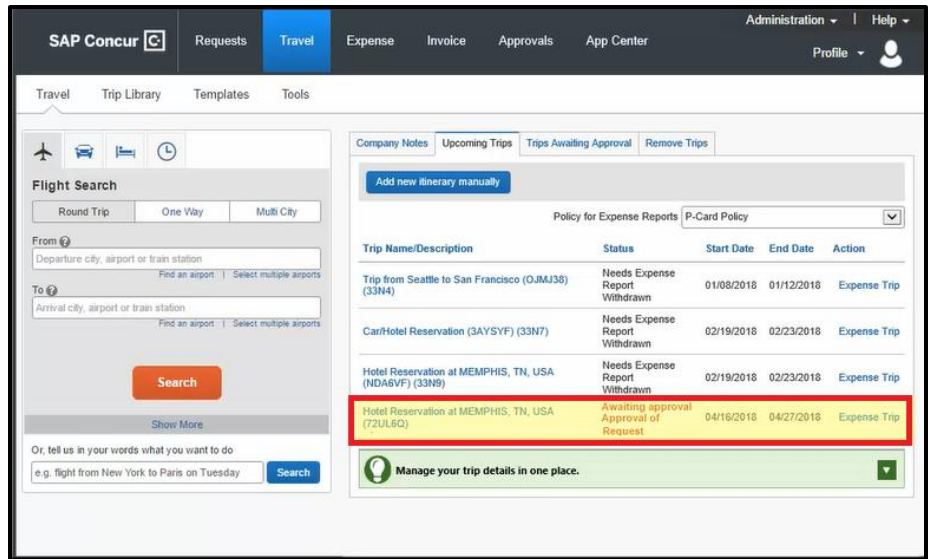
- To continue with the booking process, click Next.



- On the Trip Confirmation screen, scroll down, and click Confirm Booking.



Your trip displays on the **Upcoming Trips** tab on the SAP Concur home page.



The screenshot shows the SAP Concur interface with the 'Travel' tab selected. The 'Upcoming Trips' sub-tab is active, displaying a table of trip details. The table has columns for Trip Name/Description, Status, Start Date, End Date, and Action. One row is highlighted in red, indicating a trip that is 'Awaiting approval Request'.

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Seattle to San Francisco (OJMJ38) (33N4)	Needs Expense Report Withdraw	01/08/2018	01/12/2018	Expense Trip
Car/Hotel Reservation (3AYSVF) (33N7)	Needs Expense Report Withdraw	02/19/2018	02/23/2018	Expense Trip
Hotel Reservation at MEMPHIS, TN, USA (NDAGVF) (33N9)	Needs Expense Report Withdraw	02/19/2018	02/23/2018	Expense Trip
Hotel Reservation at MEMPHIS, TN, USA (7ZULEG)	Awaiting approval Request	04/16/2018	04/27/2018	Expense Trip