

Concur Online Travel Booking Tool: Booking Hotel

Concur Travel Profile

Travel



Search



Hotel Per Diem Locations Page

Next

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Lodging Rate



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Reserve Hotel and Continue.

Travel Details	
Change/Cancel what you've sele	add Air or Car
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Trip Booking Information –

Trip Name

Trip

Description

Add Comments for the Travel Agent

Send a copy of the confirmation

You'll need to provide the following information specific to the trip.

- i. Requisition Number
- ii. Fund
- iii. Org
- iv. Account
- v. Program

Trip Booking Informati	on
The trip name and description are for your record keeping con	nvenience. If you have any special requests for the travel agent, please enter them into the agent comments section.
Trip Name This will appear in your upcoming trip list.	Trip Description (optional) Used to identify the trip purpose
Trip from Houston to Washington	
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<u>Note</u>

Hold Trip

Next. Trip Confirmation

Confirm Booking