# Concur Self-Booking Tool (SBT) Tutorial
Search and Reserve Lodging

The process of searching and reserving lodging in the Concur self-booking tool is fairly similar to a user experience on other online booking sites. Prior to making reservations, users must look up the rate maximum for the destination in the UW TravelWIse rate calculator prior to reserving lodging.
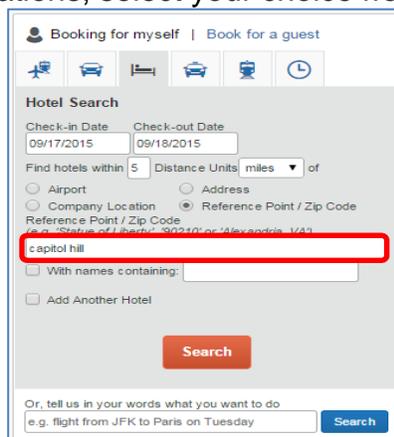
- To begin, select the hotel tab.
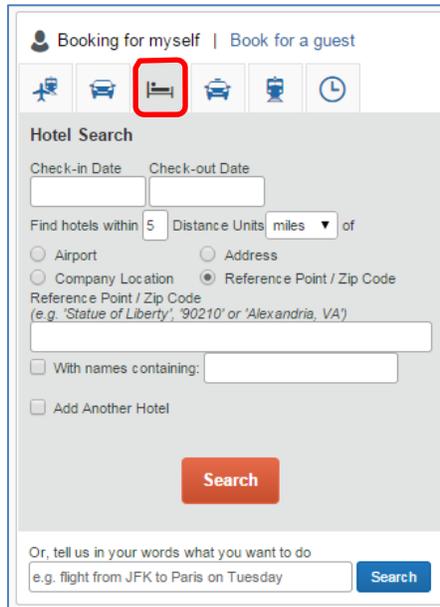
- Enter Check-in/Check-out Dates
- Select the search criteria to best fit your needs, such as an airport location, address, company location (University main campus addresses are listed under company), or reference point (city/neighborhood/zip code).
- Users can also search by hotel name by selecting the box and entering the name
- Users can add multiple hotels at one time for multi-stop travel
- In this example, we used the Capitol Hill neighborhood within Washington D.C.
- In the case of like-named locations, select your choice from the "Location" dropdown

- Search will return a map view
- View the map to see the various hotel options available for your location
- Click on the balloons to see the hotel name and rates in your location
- Users are able to print out hotel information or email search results from the map view
- For travel arrangers, you can email choices for lodging to your travelers for consideration prior to making a reservation
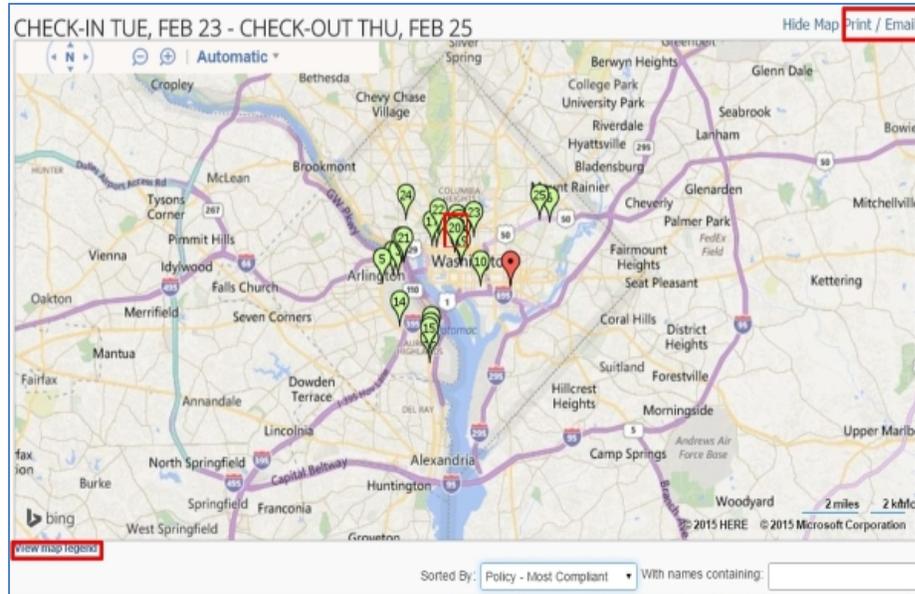
- At any time during your review, you can filter for other location, name or amenity options or adjust the initial search by using the filters on the left of the screen

- When viewing search results, use the sort feature to order the results by price, rating, distance or other preference
- Click compare to bring properties of interest to the top of the search list

- For each lodging choice, there are typically several room types and rates available.
- Click the **choose room or view rates** link to open available room types and rates.
- **Users must know the rate maximum for the location and only reserve single/standard rooms per University policy prior to selecting a room rate/type.**
- In this example we will use the Hilton Garden Inn

- Look for the eligible government rates (Wisconsin, State Employee) and Fox/ UW discount programs of staterates, WSCA, BCD, University of Chicago for additional savings. Many offer additional complimentary amenities.

- Clicking on the room image at any time during the process provides photos or videos, provided by the property for review.

- Clicking view on map gives you a detailed map view of the property

- Clicking on more info provides the contact information and amenities of the property.

- Note rooms that state "**Rate changes over duration of stay**". This will show in red above the room description. Any rate variance may be over the UW rate maximum.

- Read and agree to the hotel's rate rules, restrictions, and cancellation policy – travelers are responsible for abiding by these terms.

- Select the radio button for the rate and continue to move on with the reservation

20. Hilton Garden Inn DC/U.S. Capitol

1225 First Street NE
Washington, DC 20002
1.42 miles view map

★ ★ ★ ★ ★
○ ○ ○ ○ ○
rate this hotel

from
$239

E-Receipt Enabled

more info | compare

hide rooms ▾

●	$239	BCD Travel 2 Queen Mobility Hearing Accessible W Bathtub Vis Firealrm Door Phn Alrt (Rate Code: A0CA43) (Apollo)
●	$239	Best Available Rate 1 King Bed Comp Wifi- Bed With Adjustable Firmness Dial (Rate Code: A00LV3) (Apollo)
●	$239	Best Available Rate 2 Queen Beds Comp Wifi- Bed With Adjustable Firmness Dial (Rate Code: A04LV3) (Apollo)

Rate details / Cancellation policy

Select ✓

- Most hotels and car rental companies offer E-Receipt capability within Concur
- Travelers are highly encouraged to enable E-Receipts on the Concur home page
- Travel arrangers do not have access to do activate or receive E-Receipts on behalf of the traveler, travelers must do this.
- Once enabled, the traveler will receive an electronic receipt

- Once the room is selected you'll be directed to the review page
- Review details and preferences
- Select payment method - Hotel reservations are held by the charge card on file in the travelers profile *or* entered at the end of the reservation process
- Payment – **All lodging rooms must be paid by the traveler at check-out**. The room is only Reserved or Guaranteed during this process
- In accordance with University policy, no lodging with pre-payment requirements will be presented for consideration, this are suppressed in Concur.
- Some room options may require a one night deposit be paid which is allowed by policy. Deposits costs **will be charged to the card stored in the travelers profile or entered at the time of reservation.**
- For travel arrangers wanting to charge the room to a departmental purchasing card – the travel arranger should contact the hotel, after the reservation process, and complete an "authorization to charge" form. Most hotels will send these to you electronically. Complete and return to the hotel prior to traveler stay.
- Travelers and/or travel arrangers are responsible for providing any tax exemption information to the hotel and travelers are responsible for paying all incidental costs at check out.
- Review and Accept Rate Details & Terms
- Click "Reserve" to continue

- The trip detail page lets you review your reservation and make any necessary changes prior finalizing.
- Click "Next"

- The Trip Booking page allows users to name the trip and provide a trip description for easy identification in the trip library.
- Once named, click Next.

- Scroll to the bottom of the page and click "Confirm Booking"

> Almost done... Please confirm this itinerary.
>
> Display Trip   << Previous   Confirm Booking>>   Cancel

- This finishes the process. Users will receive an confirmation within Concur and within the hour, a Fox World e-itinerary confirming the reservation.