Booking Tool: Lodging

If booking from Request, the booking tool populates with the information provided in Segments. If booking from Travel, the user enters the search parameters in the booking tool. The rates listed in the booking tool are based on the rates vendors provide the GDS minus any UA discounts.

Users can select additional discount classes for which they are eligible in their Profile Settings under Travel Preferences. If the “Government” discount is selected, the booking tool provides federal and state government rates available through the vendor. Unless users are eligible for federal or other state government rates/discounts, we recommend unselecting this preference before booking out of state travel.

Users can book hotel rooms through the booking tool. Currently, non-hotel vendors such as Airbnb and VRBO are not supported by the Concur booking tool. The user must book non-hotel lodging directly with the vendor or through a third-party (e.g. Expedia). However, users can sync some of these vendor accounts with Concur through the App Center which provides access to e-receipts and itinerary information.

1. On the Hotel Per Diem Locations screen, verify the information is correct and select Next
2. Map – Narrow search results by location
3. Left Filter Fields
   a. Open “Change Search” to adjust dates and location
   b. Narrow search results by price, property brand, and amenities
4. The GSA nightly lodging rate assigned on screen one is listed at the top
5. “View Rooms” – View the full list of available rooms and their corresponding rates
6. Select the room rate to book (green check mark indicates within the allowable rate)
7. Scroll to the bottom of the page for the option to “Skip Hotel”