

## *Hotel Reservations*

- » Login to [Concur Solutions](#).
  - » Select Travel at the top of the page.
  - » Click on the Hotel tab in the Trip Search section.
  - » Enter your Check-in Date and then your Check-out Date.
  - » Click the appropriate button to search for hotels by the following:
    - Airports
    - A specific address
    - A reference point or zip code (the reference point can be a city and state)
    - Company locations (which are State of Georgia office locations) or
    - Click on the check by next to with names containing. Enter a specific hotel to search for, as an example
  - » Click Search.
  - » If you are booking a hotel in Georgia, a message box will appear that gives you a chance to download and print the Georgia Hotel Tax Exemption form. Click on the blue “State of Georgia Tax Exempt form” link if you need a copy of the form. Click Continue to continue the hotel search. Click Cancel to go back to search criteria.
  - » Concur will return hotel options that meet your criteria. Your search may be narrowed by entering additional preferences on the left side of the screen.
  - » When you find a hotel, click on View Rooms.
  - » A rate review screen will appear. Please review the stated rate and hotel cancelation policy and click the Agree check box.
  - » Select your preferred room by clicking on the blue button with the price. (Note: If a particular hotel/room is not compliant with state policy, you will get an error message and will not be able to reserve.)
  - » Click the red Reserve Hotel and Continue button.
  - » Click Continue.
  - » Click Reserve Hotel. (Note: The system will return your itinerary to review and make changes. It also gives you a place to add air and car reservations.)
  - » Click Next.
  - » At the Trip Booking Information page—Name Trip the same as you would on a Report Header: Destination or Conference and travel dates. Ex. Albany, NY 3/1/12-3/4/12.
  - » Click Next.
  - » You will receive a confirmation sheet. Review information and click Confirm Booking.
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- » Hotels Reservations can also be completed by contacting Travel Inc. at 770-291-5190.