

Steps for Adding a Hotel for IM Training Outside of Concur:

- Make your reservations (airfare, rental car) as normal, without selecting a hotel.
- At the final reservation screen (Travel Details), you will be prompted to supply hotel information when you select the 'Next' button at the bottom of page.
- Select the 'I will book a hotel later' option, unless another option meets your needs; then select 'Okay'
- At the next page (Trip Booking Information), fill in the required information then select 'Next' at the bottom of the page.
- Select 'Confirm Booking' at the bottom of the next page (Trip Confirmation)
- This will prompt a Travel Rule Triggered window; select the 'Booked Outside ConcurGov' option; then enter your justification and select 'Save'.
- This will take you into the travel authorization; select 'Close Document'.
- Return to the ConcurGov home page and you should see the reservation information to select. Select the trip under the 'Trip/Name Description' field.
- You're now back on the Travel Details screen, but this time you have the option to 'Add User Supplied Hotel' (in upper right corner) - under 'Add to your itinerary'.
- You'll get a pop-up window to either search for your hotel or add the information manually
- To search, fill in the parameters, then select 'search'. In the example below, a search for the Marriott is used for reservations made previously. Once the results come back, highlight the hotel, then 'select' it.
- You'll receive another pop-up window to add information about this reservation; be sure to check the information closely as you cannot edit after submitting (you would have to delete the reservation and re-enter). Once complete, select 'submit.'
- This will now be added to your reservations – Travel Details page.