

Accommodations via [Booking.com](#) and [Airbnb for Work](#) are now connected with our Concur Travel portal. Both options are clearly identified with their respective logos in Concur.

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Booking.com

Searching and viewing details

From the Concur home page, enter dates to search for a hotel

C. CONCUR
Hello, William

TRIP SEARCH

Hotel Search

Check-in Date: 10/21/2016 Check-out Date: 10/22/2016

Find hotels within: ☐ Airport ☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code (e.g. 'Status of Liberty', '90210' or 'Alexandria, VA')

☐ With names containing:

Search

Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday **Search**

Click on View Rooms to see pricing options

4. Travelodge Hotel Downtown Chicago
65 E Harrison St, Chicago, IL 60605 [Map it](#) **\$197**
0.34 miles ★★☆☆☆ **View Rooms** [Hotel details](#)

5. Chicago's Essex Inn
800 S Michigan Ave, Chicago, IL 60605 [Map it](#) **\$206**
0.52 miles ★★★☆☆ **View Rooms** [Hotel details](#)

6. The Palmer House Hilton
17 E Monroe St, Chicago, IL 60603-5601 [Map it](#) **\$252**
0.22 miles ★★★★★ **View Rooms** [Hotel details](#)

Note that the rates below are from Booking.com

5. Chicago's Essex Inn
800 S Michigan Ave, Chicago, IL 60605 [Map it](#)
0.52 miles ★★★★★
\$206
[Hide Rooms](#)
[Hotel details](#)

Room Options

Deluxe Double Room with Two Double Beds - Free cancellation - Custom rate Rules and cancellation policy	Booking.com	✓	\$206
Deluxe King Room - Free cancellation - Custom rate Rules and cancellation policy	Booking.com	✓	\$206
Deluxe Double Room with Two Double Beds - Free cancellation - Custom rate Rules and cancellation policy	Booking.com	✓	\$215
Deluxe Double Room with Two Double Beds - Free cancellation - Custom rate Rules and cancellation policy	Booking.com	✓	\$224
King Suite with Sofa Bed - City View - Free cancellation Rules and cancellation policy	Booking.com	✓	\$279
King Suite with Sofa Bed - City View - Free cancellation Rules and cancellation policy	Booking.com	✓	\$289

Booking

Select the room desired and review the rate details and **cancellation policy**. Reserve the Hotel and Continue

ACCEPT RATE DETAILS AND CANCELLATION POLICY
Please review the rate details and cancellation policy provided by the hotel.

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

The hotel imposes the following cancellation penalty: If cancelled or modified up to 3 days before date of arrival, no fee will be charged. If cancelled or modified later or in case of no-show, 100 percent of the first night will be charged. Guest title is mandatory for this booking.
Deluxe Double Room with Two Double Beds - Free cancellation - Custom rate

☒ I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)

Enter the name of your trip

Review the reservation and click on 'Confirm Booking' to complete

RESERVATIONS

Friday, October 21, 2016

Chicago's Essex Inn

800 South Michigan Avenue
Chicago
US

Checking In: Fri Oct 21

Room 1, Days 1, Guests 1

Checking Out: Sat Oct 22

Additional Information

Daily Rate: \$206.10 USD

Total Rate: \$206.10 USD

Cancellation Policy

The Hotel Imposes The Following Cancellation Penalty: If Cancelled Or Modified Up To 3 Days Before Date Of Arrival, No Fee Will Be Charged. If Cancelled Or Modified Later Or In Case Of Noshow, 100 Percent Of The First Night Will Be Charged. Guest Title Is Mandatory For This Booking.

Confirmation: 1686407102

Status: Booked directly in BookingCom /1686407102

TOTAL ESTIMATED COST

Hotel: \$206.10 USD

Total Estimated Cost: \$206.10 USD

Almost done... Please confirm this itinerary.

Start Over

<< Previous

Confirm Booking>>

Confirmation and changing a reservation

Your reservation is confirmed and is available for review. You can print, email your itinerary to plans@tripit.com (if signed up) or cancel your trip from here.

CONCUR

Travel

App Center

Help

Profile

Travel

Trip Library

Templates

Tools

Hotel Search

Check-in Date

Check-out Date

Find hotels within

5

Distance Units

miles

of

☐ Airport
 ☐ Address

☐ Company Location
 ☒ Reference Point / Zip Code

Reference Point / Zip Code

(e.g. "Statue of Liberty", "90210" or "Alexandria, VA")

With names containing:

Search

Or, tell us in your words what you want to do

e.g. flight from New York to Paris on Tuesday

Search

Travel Alerts

TripIt creates a schedule with all your travel details in one place, accessible on Android or iPhone.

Simply connect your Concur account to TripIt. [Connect to TripIt](#)

Not right now

Company Notes

Upcoming Trips

Trips Awaiting Approval

Trip Name/Description	Status	Start Date	End Date	Action
test Hotel Reservation at MADRID, SPAIN (1662111777)	Sending trip to agency	10/20/2016	10/21/2016	Cancel Trip
TEST Hotel Reservation at CHICAGO, IL, USA (1686407102)	Confirmed	10/21/2016	10/22/2016	Cancel Trip

Click on the trip name to see the reservation summary and additional options under **I want to...**

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)
[E-mail Itinerary](#)
[Open in Outlook](#)
[View Trip History](#)
[Create Template](#)
[Cancel Entire Trip](#)

Trip Name: TEST Hotel Reservation at CHICAGO, IL, USA [Edit](#)

Start Date: October 21, 2016

End Date: October 22, 2016

Created: October 03, 2016, William Never (Modified: October 03, 2016)

Description: (No Description Available) [Edit](#)

Agency Record Locator: CQ-IB2-COXYI-5GW

Reservation for: William Never

Total Estimated Cost: \$206.10 USD [Details](#)

Add to your Itinerary



Airbnb

Airbnb now available in Concur Travel

- Airbnb listings will now be available in Concur hotel search
- Users will be directed to Airbnb for final booking
- Itineraries can be reviewed in Concur Travel and users will receive e-receipts
- Add your Airbnb can be linked to My Travel Network for e-receipts
- Form of Payment - Travelers will need to enter credit card information in Concur. Credit cards stored in Concur will not be shared with Airbnb

E-receipts – are sent to Concur to attach to their expense report


E-Receipt

DATE 11:53 PM

PAYMENT CREDIT CARD

ACCOUNT ENDING

CONFIRMATION



AIRBNB
UPDATED DOWNTOWN W/
GARAGE PARKING
130 105TH AVENUE
SOUTHEAST

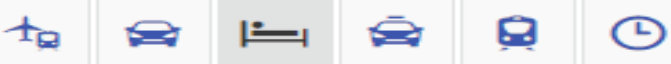
BELLEVUE WA 98004 US
WWW.AIRBNB.COM/ROOMS
/1636057

Arrival
Date 01/21/2015
Departure
Date 01/23/2015
Room Rate 120.00

Date	Reference	Description	Amount
01/21/2015	33292493	Nightly rate	\$120.00
01/22/2015	33292493	Nightly rate	\$120.00
01/22/2015	33292493	Taxes and fees	\$29.00
TOTAL USD			\$269.00

Searching and viewing details

Sample search results displaying hotel & Airbnb



Hotel Search

Check-in Date

2018.02.06

Check-out Date

2018.02.08

Find hotels within kilometers from

☒ Airport

☐ Address


☐ Company Location

☐ Reference Point / Zip Code

Please enter an airport.

☐ With names containing:

Search



1. Days Inn San Francisco Int'l Airport

1550 El Camino Real, San Bruno, CA 94066 [Map it](#)


3.48 km

★ ★ ★ ★ ★

\$79

[View Rooms](#)

FedRooms Hotel [Hotel details](#)



2. Airbnb - 1 bed 1 bath near SFO, bayview, free parking

Millbrae [Map it](#)

3.31 km

Location is approximate

\$98

[View Details](#)

Users can filter results for Airbnb

Property Brand

☒ Chain

☐ Superchain

☐ Airbnb (20)

☐ Best Value Inns (2)

☐ Best Western (3)

☐ CIH Hotels (1)

☐ Days Inn (1)


☐ Genares Worldwide (1)

☐ Genre Hotels (1)

[Check All](#)

[Reset](#)

View additional details and rules/cancellation policy




2. Airbnb - 1 bed 1 bath near SFO, bayview, free parking
Millbrae [Map it](#)
3.31 km
Location is approximate


\$98

Hide Details

Room Options

Self Check-In. Wireless Internet. Smoke detector. Carbon monoxide detector. Hair dryer. Iron. Laptop friendly workspace. Washer. Dryer. Free parking on premises. (Airbnb_test)
[Rules and cancellation policy](#)

 [Book on Airbnb](#)

Rules and cancellation policy 

1 BED 1 BATH NEAR SFO, BAYVIEW, FREE PARKING *Hotel*

The hotel provided the following information:
Cancel up to 5 days before check in and get a full refund (minus service fees).
Cancel within 5 days of your trip and the first night is non-refundable, but 50% of the cost for the remaining nights will be refunded. Service fees are refunded when cancellation happens before check in and within 48 hours of booking.

Close

Previous 1 2 3 Next | All

\$79

[View Rooms](#)


Hotel details

\$98

[Hide Details](#)

Room Options

Self Check-In. Wireless Internet. Smoke detector. Carbon monoxide detector. Hair dryer. Iron. Laptop friendly workspace. Washer. Dryer. Free parking on premises. (Airbnb_test)
[Rules and cancellation policy](#)

 [Book on Airbnb](#)

Booking

After the user click on Book on Airbnb, you are redirected to the Airbnb website where you complete the booking. Once the booking is confirmed, you will not be returned to the Concur site.


If the user already has an Airbnb account, you can sign in once you are redirected to the site.





Airbnb will send the users a confirmation email and details will be added to an existing itinerary if dates overlap or a new itinerary will be created.

[Overview](#) · [Reviews](#) · [The Host](#) · [Location](#)

1 bed 1 bath near SFO, bayview, free parking

Entire guest suite · Millbrae

 Bruce

 2 guests  1 bedroom  1 bed  1 bath

1 bedroom(1 queen bed) and 1 bath(private) private suite in downstairs of a single family house with private entrance.
Plenty of no limit free parking on roadside.
8 minutes drive to San Francisco Airport, 10 minutes drive to BART or Caltrain station. 30 minutes drive to SF downtown.
Beautiful bay view.
Quiet and safe middle class community.
No kitchen. No smoking.
The floor of shower seems dirty because the plastic is old, we tried very hard to clean it, but can't change it's dirty color.

The space
Beautiful bay view.
This private include 1 bedroom and 1 bathroom, no other guest can enter or share with your suite. There are two private suites for Airbnb in downstairs.
Two suites in downstairs are totally separated, and there are private entrance
[+ More](#)

\$79 per night
★★★★★ 113


Check In	Check Out
02/06/2018	02/08/2018

Guests
1 guest ▼

\$79 x 2 nights	\$158
Cleaning fee ⓘ	\$20
Service fee ⓘ	\$21
Total	\$199

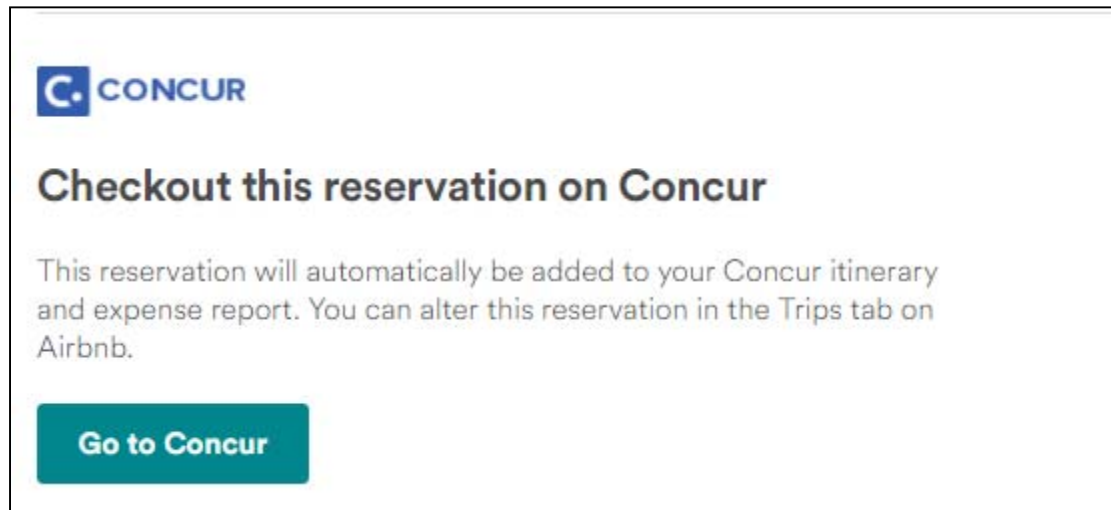
Book

You won't be charged yet

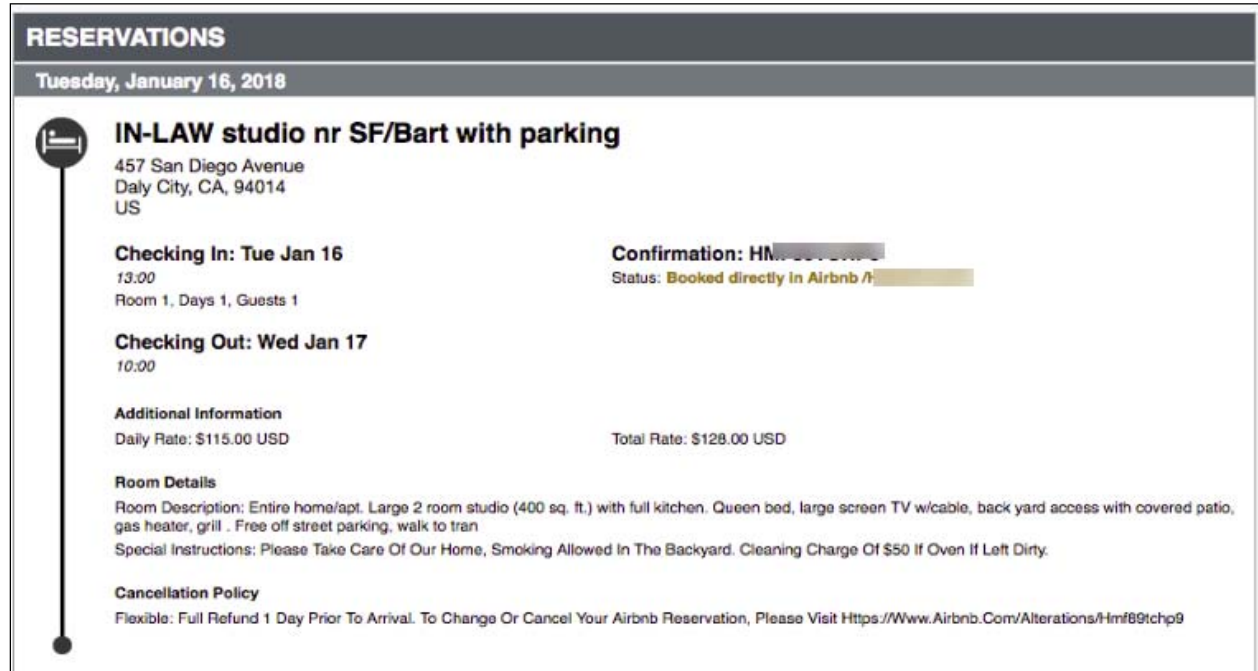
 [Report this listing](#)

Confirmation

Airbnb will send the users a confirmation email and details will be added to an existing itinerary if dates overlap or a new itinerary will be created.

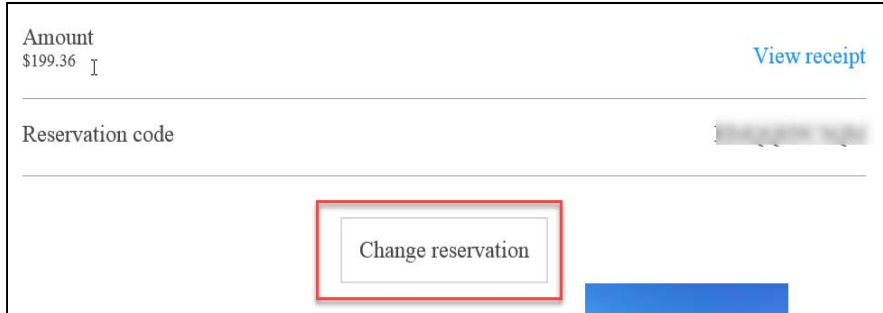


Here is how the booking appears in Concur



Changing a reservation

While the Airbnb booking appears on the user's itinerary in Concur Travel, modifications and cancellations must be completed directly on the Airbnb website. To do this, the user clicks **Change reservation** on the Airbnb confirmation email

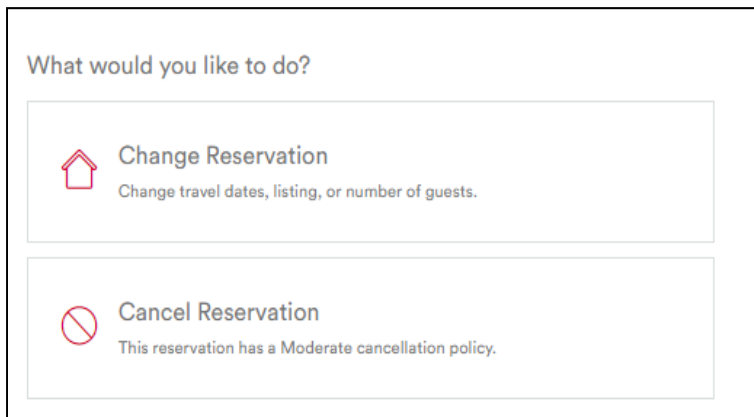


Amount
\$199.36 [View receipt](#)


Reservation code


[Change reservation](#)

The user is directed to the Airbnb and given these options:

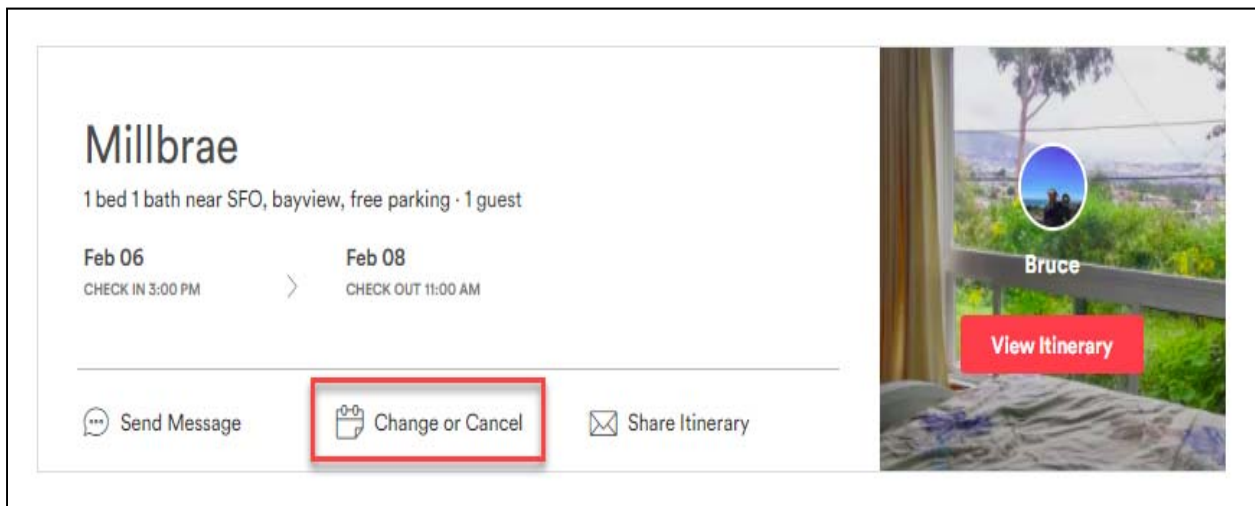


What would you like to do?

 **Change Reservation**
Change travel dates, listing, or number of guests.



 **Cancel Reservation**
This reservation has a Moderate cancellation policy.

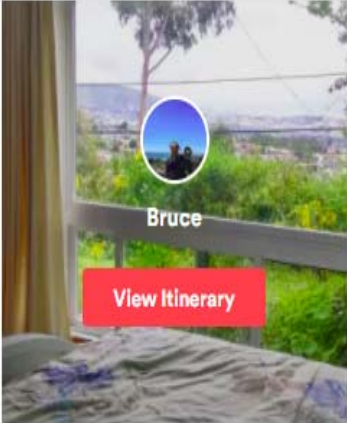
As an alternative, all Airbnb reservations/receipts are stored – in chronological order – in the Airbnb profile under **Trips**. The user can click a trip name to access more details and can then change or cancel the reservation.



Millbrae
1 bed 1 bath near SFO, bayview, free parking · 1 guest

Feb 06 **Feb 08**
CHECK IN 3:00 PM > CHECK OUT 11:00 AM

 Send Message [Change or Cancel](#)  Share Itinerary

 **Bruce**
[View Itinerary](#)

Support Contacts

There will be a priority customer service number located at the bottom of all business travel bookings. This should be used if an error occurs while on the Airbnb site. Issues that occur while in Concur Travel should be reported via the standard process.