Concur Reservation Job Aid for Participants/Fellows

Once your trip has been fully approved, please use this Job Aid to book your travel reservations in the Concur Travel Module.

To get to the Concur Travel module, log into Zintellect - CLICK HERE select View Travel on your participant dashboard, then select Go to Concur.

You will automatically be taken to Concur’s homepage.
Click on **Requests**, then find the trip that you are ready to book travel for. If the trip has been fully approved, the Request will show as **Ready to Book**.

Click on the **Request**, and then choose **Book Travel**.

You will be taken to the **Travel** module in Concur to make your travel reservations.

**IMPORTANT TIP:** Be sure to review the Company Notes for helpful information.
Before you get started, make sure your profile is up to date. You will not be able to move forward until this is completed.

Click on **Profile** and then **Profile Settings** and complete the Required fields.
Next, select your **Traveler Type**. You will select **Participant Travel**.

From the icons provided, select plane/train icon tab, where you can book air, train, car rental or hotel in one reservation. If you are booking only car rental, hotel, or train, select the appropriate icon tab.

The grey question marks provide quick help if you need it.

Next, select either Round Trip, One Way or Multi-City.
Add the trip origin (From) and destination (To) and the departure and return dates. (This information may pre-populate from your Request).

If you need help finding the airport, select find an airport.

If you need a car rental, select Pick-up/Drop-off car at airport and automatically reserve this car.

If you need a hotel, check the Find a Hotel box and search using one of the reference points listed and the range (miles) you want to search.

Next hit the Search the button.
The top part of the page will display a matrix of the carriers with flights available from your origin to destination, with indications of Nonstop, 1 stop and 2-stops.

Choose your flights, but keep in mind, you must select the lowest fare available within reason.

Select the View Fares button.
The system will provide a review of the booking as well as the price and the ticket rules.

When you are ready to Book, select the Reserve Flight and Continue button

The next page will display your trip summary.
On the left (note the Car reserved) and the allowance for lodging and Meals & Incidentals on the right.

*It is important to stay within the allowable rates available for government-funded travel.

* If you are lodging in a different city from your airport destination, the location for hotel per diem will need to be updated to city of lodging.

The next page (top) will display a map of the area with the lodging locations available. You may click on the numbers to display the hotel info.
The bottom of the page will display the available hotels by price. Please note the mileage from the selected area and the star rating.

For details, click **View Rooms**

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rating</th>
<th>Price</th>
<th>Distance</th>
<th>Address</th>
<th>Map it</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hyatt Regency Aurora-Denver</td>
<td>💫⭐⭐⭐⭐⭐⭐⭐</td>
<td>$89</td>
<td>12.1 miles</td>
<td>13200 East 14th Place, Aurora, CO 80011</td>
<td>Map it</td>
</tr>
<tr>
<td>2. Home2 Suites Denver Intl Airport</td>
<td>💫⭐⭐⭐⭐⭐⭐⭐</td>
<td>$94</td>
<td>5.96 miles</td>
<td>6792 Tower Road, Denver, CO 80249</td>
<td>Map it</td>
</tr>
<tr>
<td>3. Holiday Inn Express Hotel &amp; Suites</td>
<td>💫⭐⭐⭐⭐⭐⭐⭐</td>
<td>$99</td>
<td>5.8 miles</td>
<td>6910 Tower Rd, Denver, CO 80249</td>
<td>Map it</td>
</tr>
<tr>
<td>4. Hyatt Place Denver Airport</td>
<td>💫⭐⭐⭐⭐⭐⭐⭐</td>
<td>$110</td>
<td>9.06 miles</td>
<td>10525 E 40th Ave, Aurora, CO 80011</td>
<td>Map it</td>
</tr>
</tbody>
</table>

⚠️ Note: The image also includes a warning symbol and a reminder to watch out for the hotel options.
Review and Reserve Hotel

REVIEW HOTEL ROOM
Hyatt Regency Aurora-Denver
State Government 1 King Bed-gov King Bed: Sofabed: Room Size: 400 Sqft: Comp Bkfst: Parking: Internet
4 Nights | 1 Guest

<table>
<thead>
<tr>
<th>Check-in</th>
<th>Check-out</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, June 01, 2021</td>
<td>Saturday, June 05, 2021</td>
<td>13200 East 14th Place</td>
<td>303-365-1234</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aurora, Colorado 80011</td>
<td></td>
</tr>
</tbody>
</table>

REVIEW PRICE SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Nightly rate</th>
<th>Dates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyatt Regency Aurora-Denver</td>
<td>$89.00</td>
<td>Jun 01 - Jun 05</td>
<td>$356.00</td>
</tr>
</tbody>
</table>

Total Estimated Cost: $356.00*
Total Due Now: $0.00**

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

Review the information provided and select Reserve Hotel and Continue button

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Hyatt Regency Aurora-Denver

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:
TOTAL RATE: 419.56 USD
CXL: 4PM HOTEL TIME DAY OF ARRIV TO AVOID 1NT FEE
CREDIT CARD/_GUARANTEE REQUIRED

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

[Back] [Reserve Hotel and Continue]
At this point, you will receive a full review of your booking. If in agreement, select the Next>> button and follow the prompts to complete the process. Make sure you complete all steps.

Once the ticket has been issued, you will receive a confirmation email from our travel agency along with your e-ticket.

If booking airfare, hotel or car rental separately, click on the appropriate icon, fill in the info and click the Search button. Follow the prompts for the specific mode of transportation to book your reservation.