



Booking/Adding Conference Hotels

The method for booking conference hotels has not changed. The traveler will still contact the conference hotel to book their room at the conference rate, and the traveler will still be reimbursed after the traveler has returned from the trip.

1. In the **How will you book your trip?** field, choose the appropriate option.
 - **Self-booked in Concur Travel:** employee or travel arranger will be booking segments (air, non-conference hotel, car) in Concur.
 - NOTE: The inventory seen in Concur belongs to Travel Leaders. Booking in Concur is booking through Travel Leaders.
 - **Agency-booked:** employee will be contacting Travel Leaders by phone or email.
 - **Non-Agency Request:** employee will not be using Travel Leaders to book any segments (air, hotel, car). Example: conference hotel, host paying for airfare, etc.

2. For the **Expected Expenses:**
 - Conference hotels should be listed the **Hotel** expense.
 - Any additional non-conference hotels (that should be booked through Concur/Travel Leaders) will need to be listed as **Hotel Reservation**.
 - Enter the rest of the estimated expenses that might occur during the trip.

Reminder: Regardless of the booking method, conference hotels should be listed as a Hotel expense, not Hotel Reservation.

3. After all the expenses are entered, click "Submit Request".
4. Once the request is approved, the traveler can contact the conference hotel to book their room at the conference rate.

After the traveler returns from the trip, the traveler should add the hotel expense into the expense report and attach the conference documentation showing the conference rates.



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