



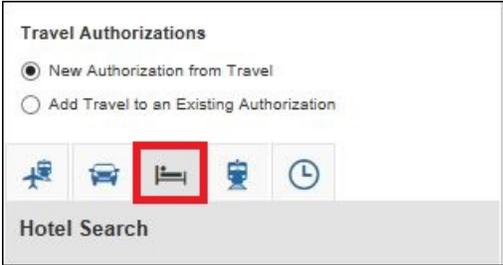
FEMA

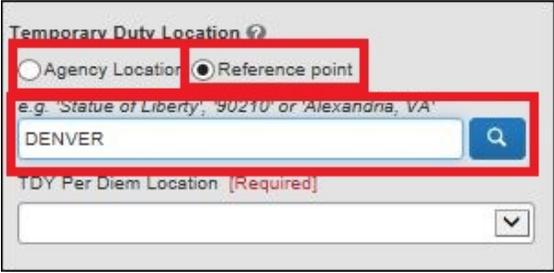
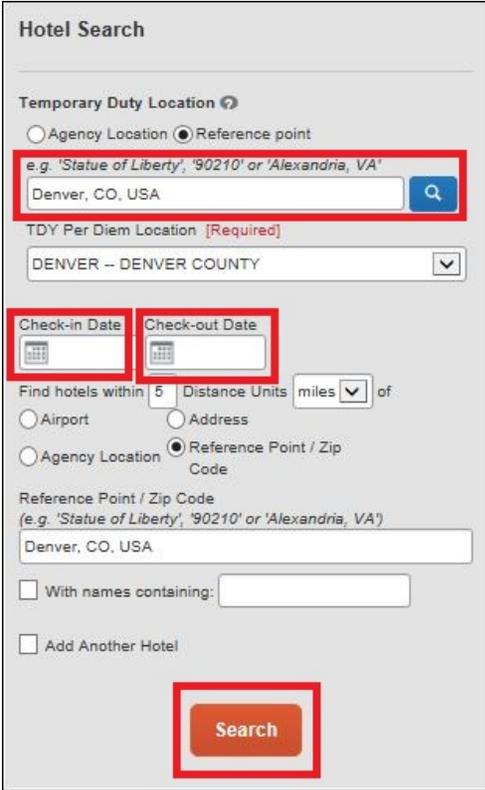
ConcurGov Job Aid: How to Create a Hotel Reservation in ConcurGov

Purpose: To provide a step-by-step guide to create a hotel reservation in ConcurGov.

Audience: Travelers and Arrangers

Note: TMC Fees are billed upon completion of reservations for Hotel Only

| Information: | Screenshot: |
|--|--|
| <p>Step 1: Sign into ConcurGov.</p> <p>Sign into ConcurGov using your username and password.</p> <p>Note: ConcurGov can be accessed through the FEMA intranet or the internet at https://cge.concursolutions.com</p> |  |
| <p>Step 2: Enter your User Name.</p> <p>Enter your User Name and Password in the User Name and Password fields.</p> <ul style="list-style-type: none"> User Name is your FEMA email address Password is case sensitive <p>Click the Sign In box</p> |  |
| <p>Step 3: Click Travel Tab. Click on the Travel tab to make reservations.</p> |  |
| <p>Step 4: Click Reservations Type.</p> <p>Select the Hotel Icon</p> |  |

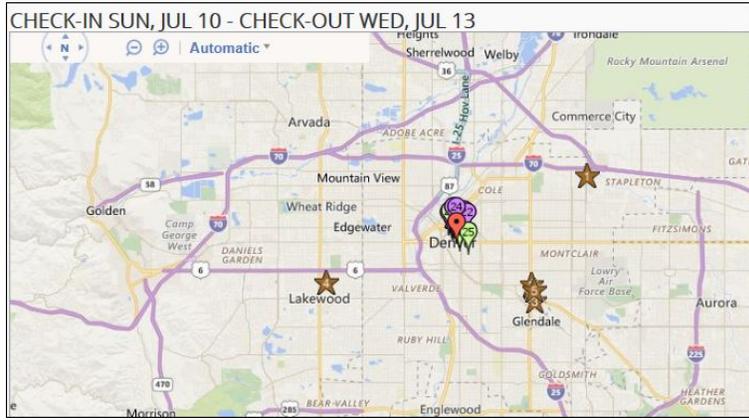
| Information: | Screenshot: |
|---|---|
| <p>Step 5: Click Temporary Duty Location</p> <p>Click in the Temporary Duty (TDY) Location window and enter your TDY location.</p> <p>Type the City you are going to and then click the magnifying glass icon.</p> <p>Note: You can search by Reference Point or Agency Location</p> |  |
| <p>Step 6: Click Choose.</p> <p>Click the Choose button</p> <p>Note: This example has multiple locations with the city name of Denver. If this happens click the dropdown to select the correct location.</p> |  |
| <p>Step 7: Validate Information</p> <p>Click in the calendar to select the arrival and departure dates.</p> <p>Then click Search</p> <p>Note: You can search for hotels by:</p> <ul style="list-style-type: none"> • Airport • Agency Location • Address • Reference Point or Zip Code |  |

Information:

Step 8: Review Map

The map will show you the locations of the FedRooms Properties.

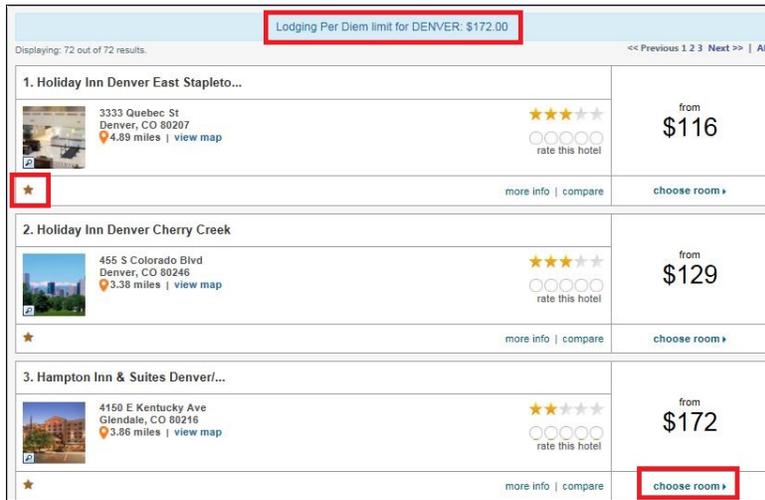
Screenshot:



Step 9: Click Choose

Click choose to select a hotel room.

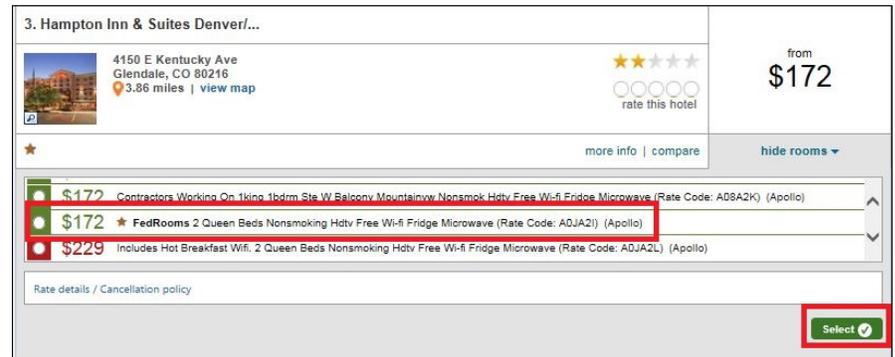
Note: The lodging amount is printed on the top of the screen. The property is identified as a FedRooms property by the star under the location.

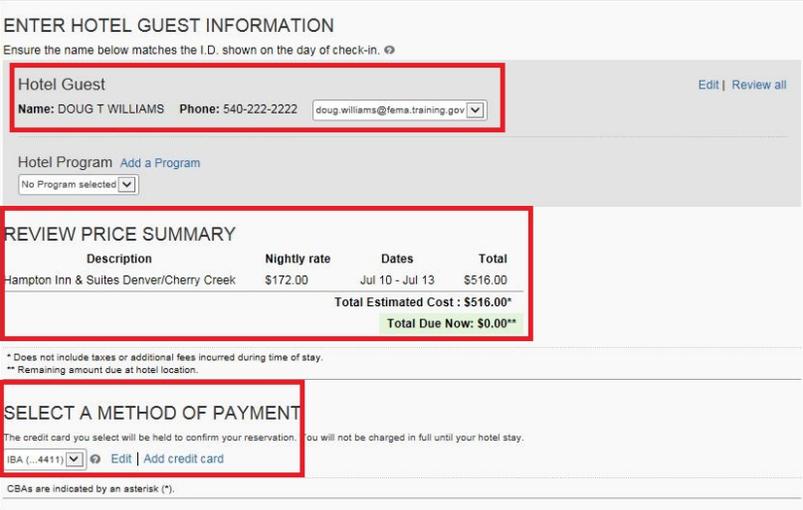
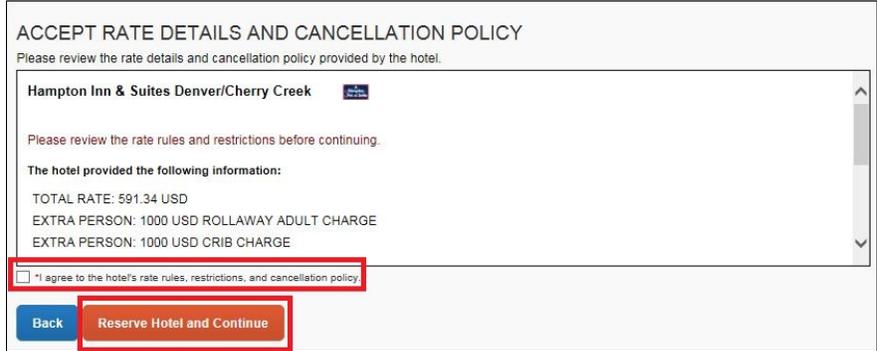


Step 10: Click Hotel room

Click the radio button for the FedRooms rate, whenever available. Then click the Select button.

Note: FEMA employees should always select both a FedRooms Property and a FedRooms rate.



| Information: | Screenshot: |
|---|--|
| <p>Step 11: Review and Reserve Hotel</p> <p>Review the Hotel location and dates.</p> |  |
| <p>Step 12: Review and Reserve Hotel (cont.)</p> <p>Review the Guest Name, summary of the cost, and the default payment method.</p> <p>Note: If the traveler has an Individually Billed Account (IBA) in their profile, this payment method will be the default.</p> |  |
| <p>Step 13: Review and Reserve Hotel (cont.)</p> <p>Check the box to agree with the Hotel rates, then click the Reserve Hotel and Continue button.</p> |  |

Information:

Step 14: Travel Details

Review your travel details.

Note: Changes can be made to this itinerary.

Screenshot:

Step 15: Hotel Reservations

Click the next button.

Screenshot:

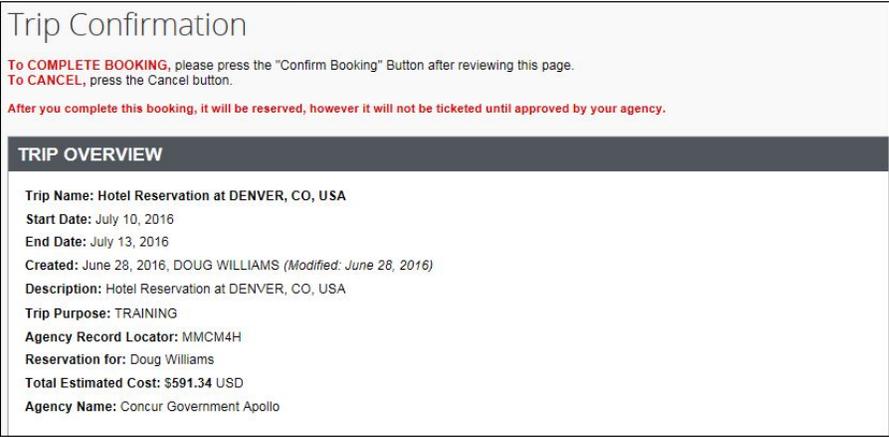
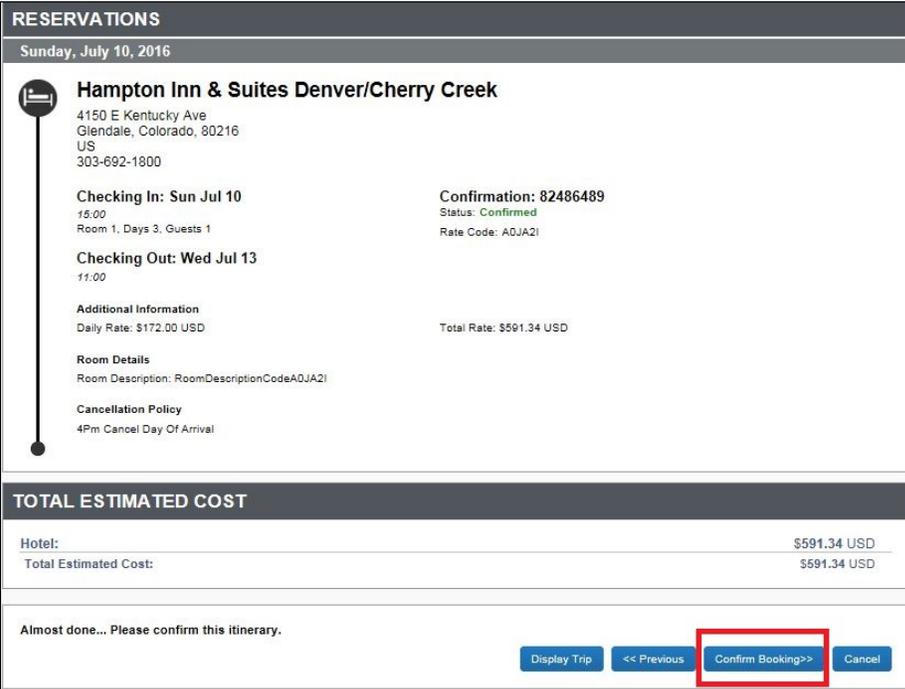
Step 16: Trip Booking Information

Select the Trip Purpose, Then Click Next

Note: The Trip Name and Trip Description fields should tell the story of the trip for your Approving official.

- Display Trip will take you back to the trip details screen
- Previous takes you to the previous screen
- Next takes you to the next screen
- Cancel will cancel your reservations

Screenshot:

| Information: | Screenshot: | | | | |
|--|---|--------|--------------|-----------------------|--------------|
| <p>Step 17 Trip Confirmation</p> <p>Review the Trip Confirmation page.</p> |  <p>Trip Confirmation</p> <p>To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page. To CANCEL, press the Cancel button.</p> <p>After you complete this booking, it will be reserved, however it will not be ticketed until approved by your agency.</p> <p>TRIP OVERVIEW</p> <p>Trip Name: Hotel Reservation at DENVER, CO, USA Start Date: July 10, 2016 End Date: July 13, 2016 Created: June 28, 2016, DOUG WILLIAMS (Modified: June 28, 2016) Description: Hotel Reservation at DENVER, CO, USA Trip Purpose: TRAINING Agency Record Locator: MMCM4H Reservation for: Doug Williams Total Estimated Cost: \$591.34 USD Agency Name: Concur Government Apollo</p> | | | | |
| <p>Step 18: Review Rates (cont.)</p> <p>Click the Confirm Booking button</p> <p>Note: By clicking the confirm button the system will take your information and create your Authorization.</p> |  <p>RESERVATIONS</p> <p>Sunday, July 10, 2016</p> <p>Hampton Inn & Suites Denver/Cherry Creek 4150 E Kentucky Ave Glendale, Colorado, 80216 US 303-692-1800</p> <p>Checking In: Sun Jul 10 15:00 Room 1, Days 3, Guests 1</p> <p>Checking Out: Wed Jul 13 11:00</p> <p>Confirmation: 82486489 Status: Confirmed Rate Code: AQJA2I</p> <p>Additional Information Daily Rate: \$172.00 USD Total Rate: \$591.34 USD</p> <p>Room Details Room Description: RoomDescriptionCodeAQJA2I</p> <p>Cancellation Policy 4Pm Cancel Day Of Arrival</p> <p>TOTAL ESTIMATED COST</p> <table border="1"> <tr> <td>Hotel:</td> <td>\$591.34 USD</td> </tr> <tr> <td>Total Estimated Cost:</td> <td>\$591.34 USD</td> </tr> </table> <p>Almost done... Please confirm this itinerary.</p> <p>Display Trip << Previous Confirm Booking>> Cancel</p> | Hotel: | \$591.34 USD | Total Estimated Cost: | \$591.34 USD |
| Hotel: | \$591.34 USD | | | | |
| Total Estimated Cost: | \$591.34 USD | | | | |

You have successfully completed a Hotel Reservation in ConcurGov!