

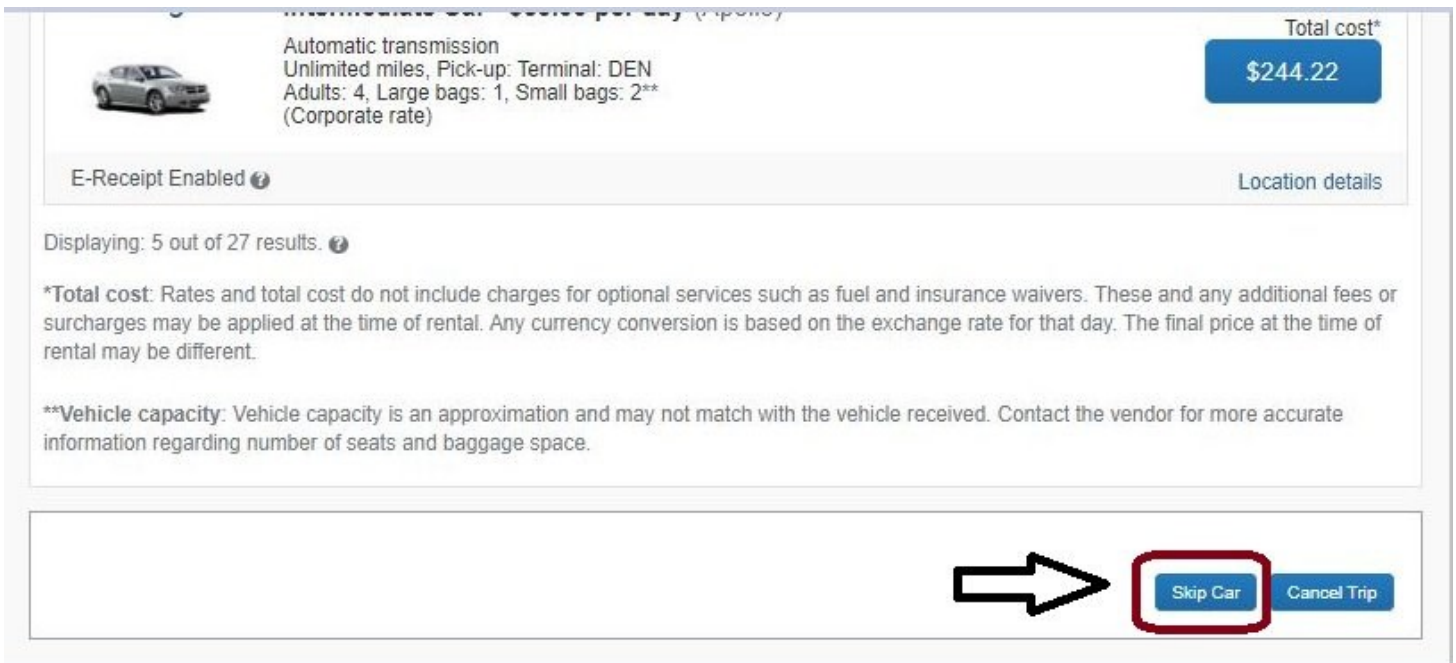
To UO business travelers and their delegates:

Booking a hotel in Concur provides a seamless one stop shopping experience when booking your business travel. Search filters allow you to shop by: Price, Location, Amenities, Brand or Hotel Name. You will find TMC contracted rates are available to UO business travelers and offer some great discounted pricing.

**Government rates** display on UO's Concur platform but be aware that not all hotels honor a government rate for state employees. If you want to be sure, make a reservation and then check directly with the hotel. We show government rates as many UO business travelers use these rates and want the visibility.

### Not ready to book your hotel?

**Add Hotel/Car buttons:** When booking travel reservations, you can choose the "Skip Hotel" button when booking air. You can go back to your reservation later by clicking on Travel in the top black navigation bar and then Trip Library. Open the itinerary and locate the Add Car, Add Hotel buttons to add reservations for these travel segments at a later time:



Automatic transmission  
Unlimited miles, Pick-up: Terminal: DEN  
Adults: 4, Large bags: 1, Small bags: 2\*\*  
(Corporate rate)

Total cost\*  
**\$244.22**

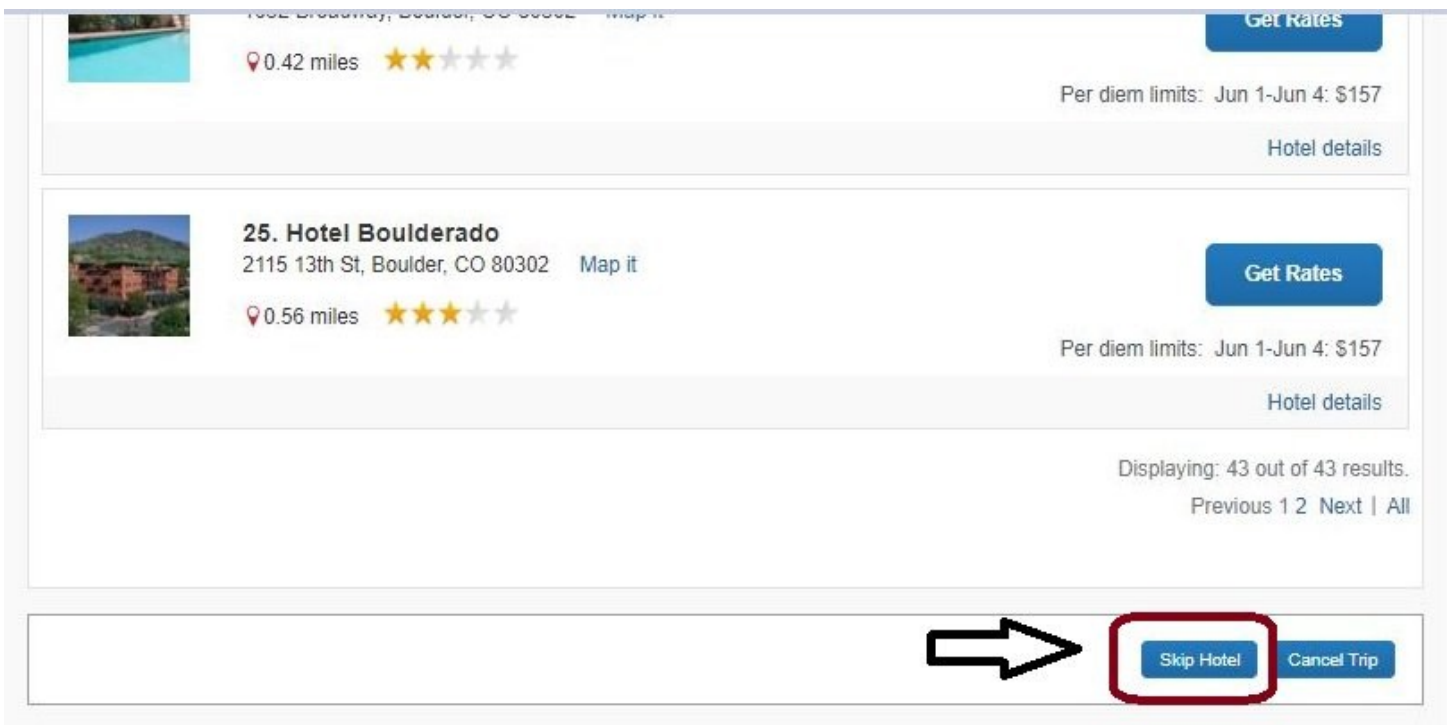
E-Receipt Enabled ⓘ Location details

Displaying: 5 out of 27 results. ⓘ

\*Total cost: Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. Any currency conversion is based on the exchange rate for that day. The final price at the time of rental may be different.

\*\*Vehicle capacity: Vehicle capacity is an approximation and may not match with the vehicle received. Contact the vendor for more accurate information regarding number of seats and baggage space.

**Skip Car** Cancel Trip



1002 Broadway, Boulder, CO 80502 map it

0.42 miles ★★★★★

Get Rates

Per diem limits: Jun 1-Jun 4: \$157

Hotel details

**25. Hotel Boulderado**  
2115 13th St, Boulder, CO 80302 Map it

0.56 miles ★★★★★

Get Rates

Per diem limits: Jun 1-Jun 4: \$157

Hotel details

Displaying: 43 out of 43 results.  
Previous 1 2 Next | All

**Skip Hotel** Cancel Trip

## Trip Summary



## Finalize Trip

Review Travel Details  
Enter Trip Information  
Submit Trip Confirmation

## Travel Details

## TRIP OVERVIEW

## I want to...

Print Itinerary  
E-mail Itinerary  
Open in Outlook  
Merge itinerary

Trip Name: Trip on May 25 (Edit)

Start Date: May 25, 2020

End Date: May 30, 2020

Created: February 20, 2020 (Modified: February 20, 2020)

Description: New itinerary (Edit)

Trip Record Locator: 56001698

Reservation for:

Total Estimated Cost: \$1,287.44 USD (Details)

View your plans in [Triplt](#) to stay one step ahead while traveling.

## Add to your Itinerary



Car



Hotel

Booked outside Concur? Enter your trip manually, connect with [Triplt](#), or send your itinerary to [plans@concur.com](mailto:plans@concur.com).

## Additional Hotel information:

**IMPORTANT Payment/Guarantee information: Hotels booked in Concur are reserved only. They are not prepaid. Travelers with a corporate One Card must select the One Card during the booking process in your Concur profile. If you do not have a UO corporate travel One Card, please consider applying for one. If you will be using a personal credit card to pay for the hotel during your stay, it is recommended you call your hotel in advance and provide this card number for your reservation.** (Concur does not accept the additional of a personal credit card to your profile.) Many hotels have started a new trend of charging your first night early on your arrival day, especially if they are sold out. If they do not have a form of payment on file, your reservation may be cancelled. The Lodge Card (UO credit card used by the TMC) in your profile is only used for airfare and rail. It will not prepay your hotel.

## ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in.

## Hotel Guest

[Edit](#) | [Review](#)

Name: Laurie Ann Jacoby Phone: 541-346-3158

Hotel Program [Add a Program](#)


## REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Fairfield Inn & Stes Boulder Broomfield	\$139.00	Jun 01 - Jun 02	\$139.00
	\$202.00	Jun 02 - Jun 03	\$202.00
	\$152.00	Jun 03 - Jun 04	\$152.00

Total Estimated Cost: \$493.00\*

Total Due Now: \$0.00\*\*

\* May not include taxes or additional fees.

\*\* Remaining amount due at hotel location.

## SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.




\* Indicates credit card is a company card

UO corporate One Card is added to your Concur profile. If you have a One Card and do not see it in your profile, please contact the travel office 6-3100.

Conference hotels: check your conference website for special booking instructions for the special negotiated contracted rates. These special rates are for attendees only and will not show in Concur.

When booking a hotel or car reservation outside Concur, you can send the electronic confirmation to [plans@concur.com](mailto:plans@concur.com). The reservation information will sync to your airline itinerary in your Trip Library (See screenshot above for Trip Library location). Delegates/Travel Planners can send the confirmation and include the traveler's uoregon.edu email address so the reservation confirmation goes to the traveler's profile.

Airbnb properties showing in Concur are specially screened and have obtained the **Airbnb for Work** certification. They have special amenities including high speed internet, insurance, entire home (no sharing), little risk of host cancelation. When you select Airbnb for Work in the booking tool, you are redirected to the Airbnb site to book the reservation and enter your form of payment. Be sure to note any change/change details as many have penalties that may not be reimbursable if you cancel or your plans change.

Prepaid, non-refundable hotel rates are blocked in Concur as most business travelers require flexible hotel reservations. **Hotel bookings in Concur are not prepaid.** Travelers present either their corporate One Card or a personal card at check in and seek reimbursement in Concur Expense.