



# Travel Management System (TMS)

JOB AID # 4.02

Date: 03/29/2012

## Job Aid Description: Hotel Reservations

You may start your hotel reservation from your My Concur page OR click the Travel Tab.

1. Click on the **Hotel** tab in the **Trip Search** section.
2. Enter your Check-in Date and then your Check-out Date.
3. Click the appropriate button to search for hotels by the following: nearby airports, a specific address, a reference point or zip code (the reference point can be a city and state), or Company locations (which are State of Georgia office locations.)  
OR you may click on the check by next to **With names containing:** and enter a specific hotel to search for.
4. Click **Search**.
5. If you are booking a hotel in Georgia, a message box will appear that gives you a chance to download and print the Georgia Hotel Tax Exemption form. Click on the blue "[State of Georgia Tax Exempt form](#)" link if you need a copy of the form. Click **Continue** to continue the hotel search. Click **Cancel** to go back to search criteria.
6. Upon Search, the system will return hotel options meeting your criteria. Your search may be narrowed further with more preference selections on the left.
7. When you find a hotel, click on **Choose Room**.
8. Select the appropriate room. (Note: If a particular hotel/room is not compliant with state policy, you will get an error message and will not be able to reserve.)
9. A rate Review screen will appear. Please review the stated rate and hotel cancelation policy and click the **Agree** check box
10. Click the red **Reserve Hotel and Continue button**.
11. Click **Continue**.
12. Click **Reserve Hotel**. (Note: The system will return your itinerary to review and make changes. It also gives you a place to add air and car reservations.)
13. Click **Next**.
14. At the **Trip Booking Information** page—Name Trip the same as you would on a Report Header: Destination or Conference AND travel dates. Ex. Albany, NY 3/1/12-3/4/12.  
**Note: To add a hotel to an existing reservation, open the trip from the Upcoming Trips tab first, then add the hotel using the steps listed above.**
15. Click **Next**.
16. You will receive a confirmation sheet. Review information and click **Confirm Booking**.
17. To go back and review or make changes to a hotel reservation at a later time,
  - Log into TMS
  - Click the Travel Tab
  - Click Upcoming Trips tab
  - Place cursor over the trip name and select the option needed.