KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

Hotel Reservations

» Login to Concur Solutions.
» Select Travel at the top of the page.
» Click on the Hotel tab in the Trip Search section.
» Enter your Check-in Date and then your Check-out Date.
» Click the appropriate button to search for hotels by the following:
  o Airports
  o A specific address
  o A reference point or zip code (the reference point can be a city and state)
  o Company locations (which are State of Georgia office locations) or
  o Click on the check by next to with names containing. Enter a specific hotel to search for, as an example
» Click Search.
» 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.
» Concur will return hotel options that meet your criteria. Your search may be narrowed by entering additional preferences on the left side of the screen.
» When you find a hotel, click on View Rooms.
» A rate review screen will appear. Please review the stated rate and hotel cancelation policy and click the Agree check box.
» Select your preferred room by clicking on the blue button with the price. (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.)
» Click the red Reserve Hotel and Continue button.
» Click Continue.
» 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.)
» Click Next.
» 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.
» Click Next.
» You will receive a confirmation sheet. Review information and click Confirm Booking.

» Hotels Reservations can also be completed by contacting Travel Inc. at 770-291-5190.