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 cancellation 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.

Contact the Travel Hotline at (470)578-4394 or submit a service request via service.kennesaw.edu/of with any questions.