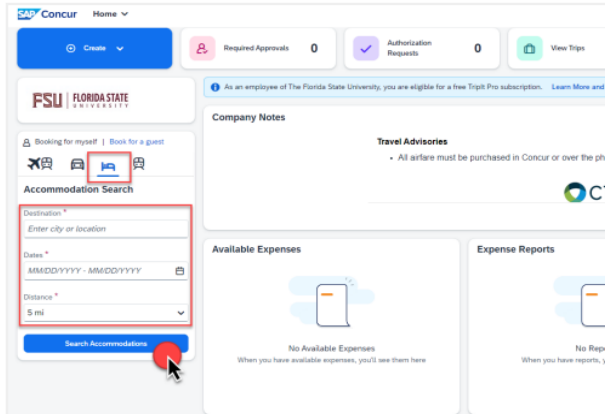
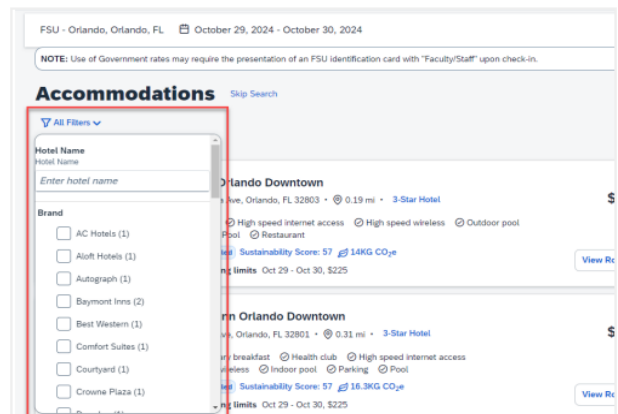


# How to Book a Hotel in Concur

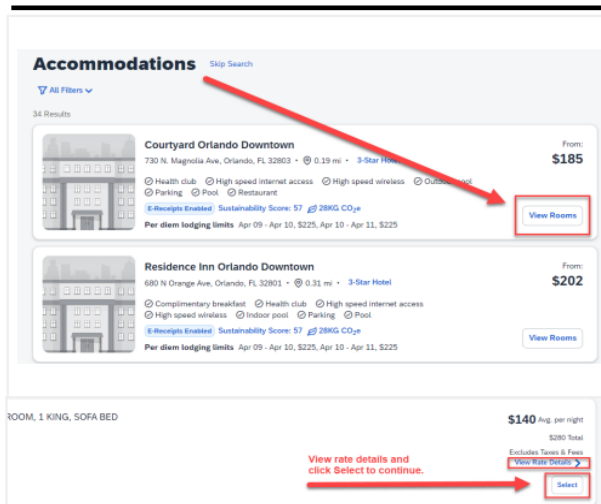
## Concur Quick Start Guide



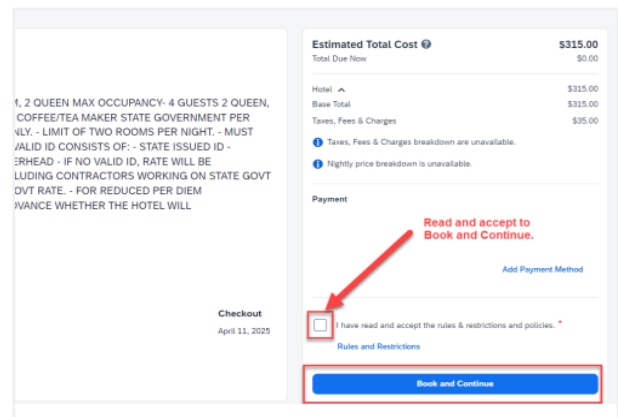
**1 Search Hotels**  
Click the **Hotel** icon. Enter the destination, dates, and distance. Click **Search Accommodations**.



**2 Review Options**  
Use **All Filters** or **Sort By** to assist in finding the right hotel.



**3 View & Select Room**  
Click the **View Rooms** button and click **Select** to continue.



**4 Book Hotel**  
Accept the rules and restrictions, and click **Book and Continue**.

Please reference the [Concur User Guide](#) for additional guidance.