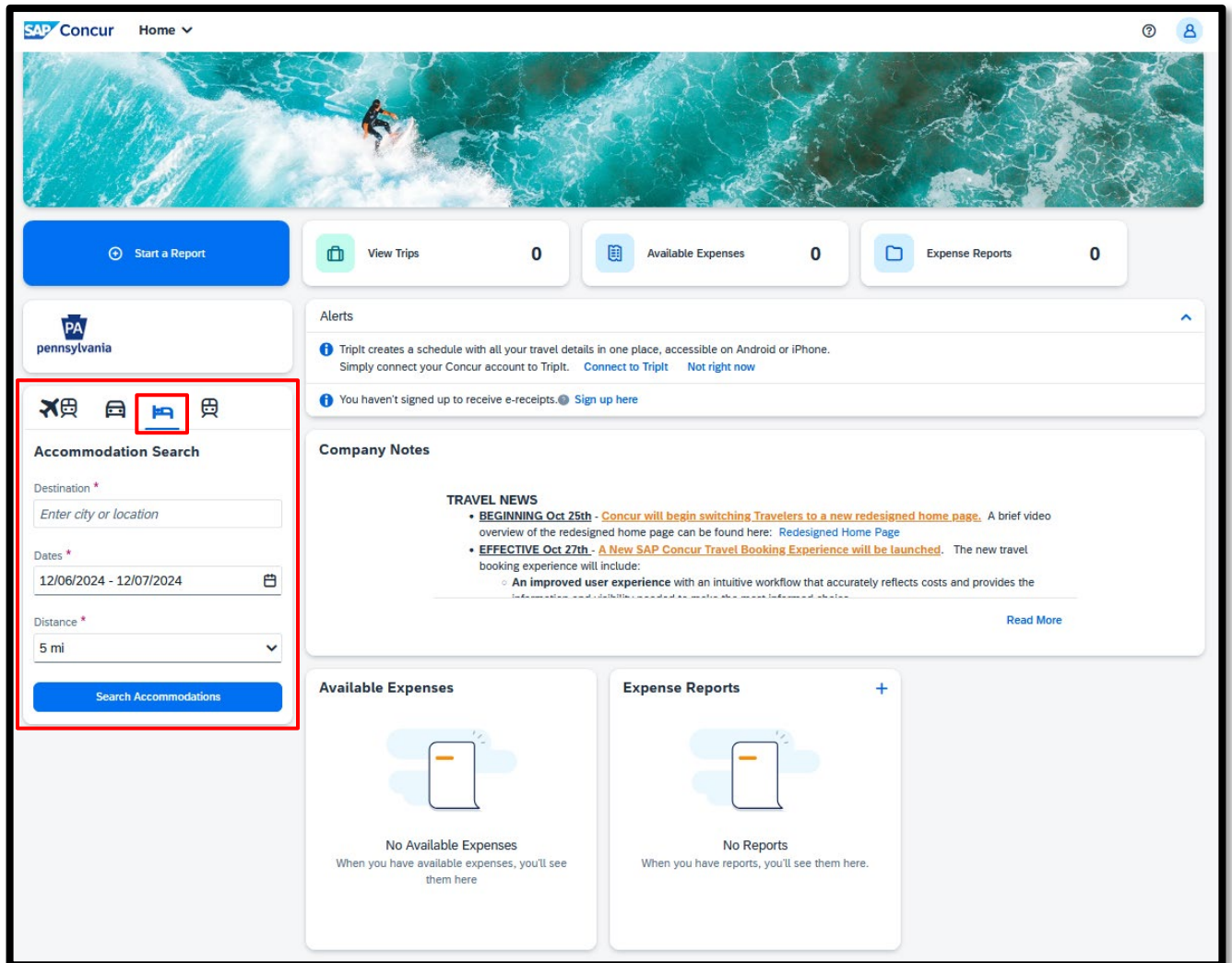


User Guide – Booking a Hotel

This guide is intended to walk an employee through the basics of how to book a hotel with SAP Concur.

Book a Hotel

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. In the Trip search section, select the Hotel tab.




3. Enter your destination in the Destination search box.
4. Enter your check-in and check-out dates.

5. The hotel selection screen consists of:
 - a. a map of the area; and
 - b. a list of available hotels with a **View Rooms** button.

Review the map to ensure the location is accurate. Preferred hotels must be selected when traveling within Pennsylvania and available within a reasonable distance to worksite. Out-of-policy hotels will display an orange alert icon and business justification must be provided to proceed.

- Choose a preferred hotel, if available, and click **View Rooms** to see additional details such as the available rooms and amenities for the Commonwealth of PA rate.



Home2 Suites By Hilton Harrisburg
 2450 Brindle Drive, Harrisburg, PA 17110 • 2.83 mi • 3-Star Hotel

Complimentary breakfast
 Free parking
 Health club
 High speed internet access
 High speed wireless
 Indoor pool
 Parking
 Pool

Included in Negotiated Rate: Parking, Breakfast, OnSite Fitness, HSIA, WiFi

Sustainable Property
 Preferred Property
 E-Receipts Enabled
 Sustainability Score: 73
 15KG CO₂e

Per diem lodging limits Mar 17 - Mar 18, \$124

From:
\$124

\$138 Total
Includes taxes
and fees


View Rooms

- Click the **Select** button next to the Commonwealth of Pennsylvania room type.

Home2 Suites By Hilton Harrisburg
Overview Rooms Services and Amenities Policies

Monday, March 17, 2025 - Tuesday, March 18, 2025 2450 Brindle Drive, Harrisburg, PA 17110 3-Star Hotel

Preferred Property E-Receipts Enabled



Per diem lodging limits
Mar 17 - Mar 18, \$124

Included in Negotiated Rate: Parking, Breakfast, OnSite Fitness, HSIA, WiFi

Sustainability Certification & Programs
Hilton Lightstay

Popular Property Services & Amenities

- Complimentary breakfast
- Free parking
- Health club
- High speed internet access
- High speed wireless
- Indoor pool
- Parking
- Pool

[View All](#)

Sustainability Score: 73 15KG CO₂e

▼ All Filters

A COMMONWEALTH OF PA - A COMMON, 1 KING BED STUDIO SUITE NONSMOKING FREE BRKFST/INTERNET-KITCHEN W/MICRO/FRIDGE

One king bed

No deposit required
 Non-smoking
 Mini refrigerator

Free cancellation until 6:00PM on March 17, 2025

Negotiated Rate
 View Cancellation Policy

\$124 Avg. per night

\$124 Total
Excludes Taxes & Fees
[View Rate Details](#)

Select

- On the **Review and Book** page:
 - Review Check-in and Checkout dates.
 - Review your contact details.
 - Enter any room preferences.
 - Review the price summary.
 - Select a payment method. If you have a Corporate Travel Credit Card, it will be prepopulated here and will be used to reserve the room. If you do not have one, a personal credit card will need to be entered.
 - Accept the rules & regulations and policies.

g. Click the **Book and Continue** button.

Review and Book

Home2 Suites By Hilton Harrisburg 3-Star Hotel
2450 Brindle Drive, Harrisburg, PA 17110 Phone: 1-717-545-5300
[Preferred Property](#) [E-Receipts Enabled](#) Sustainability Score: 73 [15KG CO₂e](#)

2QUEEN ACCESSIBLE ROLL IN SHOWER STUDIO NOSMK FREE BRKFST/WI-FI-KITCHEN W/MICRO/FRIDGE SPACIOUS LIVING ROOM-HDTV-SOFABED-WORK AREA 124.00 PER NIGHT STARTING 17MAR 124.00 TOTAL FOR 17MAR THROUGH 18MAR
1 Night

Booking Includes
Two queen beds
Free cancellation until 6:00PM on March 17, 2025.

Check-in March 17, 2025 **Checkout** March 18, 2025

Per diem lodging limits
Mar 17 - Mar 18, \$124

Estimated Total Cost **d)** **\$137.64**
Total Due Now \$0.00
Hotel \$137.64
Taxes, fees and charges \$13.64
Nightly price breakdown is unavailable.
Taxes, fees and charges breakdown are unavailable.

Payment **e)**
Form of Payment * Corporate Card **** 1666
Add Payment Method Update Card

f) I have read and accept the rules & restrictions and policies. *
Rules and Restrictions

g) **Book and Continue**
Change Selection

Traveler Information
All information must match government issued ID. Your information is taken from your profile.

Name on Reservation **b)** **Traveler's Name** Phone Email **g)** email@pa.gov

Frequent Traveler Account
None

Room Preferences
Your preferences and comments will be passed to the hotel.

Comments **c)**
30 characters maximum: Special characters are not allowed.

9. On the **Finalize** page, enter additional information about your trip.
- Trip Name** – the first segment searched will be pre-populated. The trip name can be changed and will appear on the itinerary that will be sent to you.
 - Description** – this is an optional field.

10. Click the **Finalize Trip** button to complete the booking.

Finalize * Required field

Trip Overview
March 17, 2025 - March 18, 2025

Trip Name * **a)**
Trip - Harrisburg
Character limit: 50 17/50

Description **b)**
Character limit: 250 0/250

Traveler
Traveler's Name

HOME2 SUITES HARRISBURG, HARRISBURG
Monday, March 17, 2025 - Tuesday, March 18, 2025
Property Confirmation: 83863667 | Provider Confirmation: 83863667 Confirmed

Estimated Total Cost **\$137.64**
Accommodation \$137.64
Rates are quoted in USD.
Original cost, refund, or penalty data for canceled or changed bookings are not displayed.

Finalize Trip
Cancel Trip
Hold Trip

Would you like to book anything else?
Add Accommodation Add Rental Car

11. The hotel booking is finished.

Trip Confirmed

An email confirmation will be sent to Traveler's Name

[Back to Homepage](#) [View Trip Overview](#)

Traveler	Traveler's Name
Trip Name	Trip - Harrisburg
Date	March 17, 2025 - March 18, 2025