

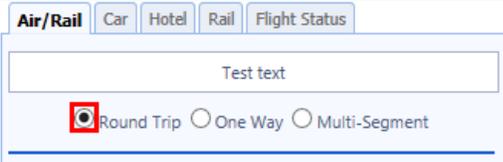
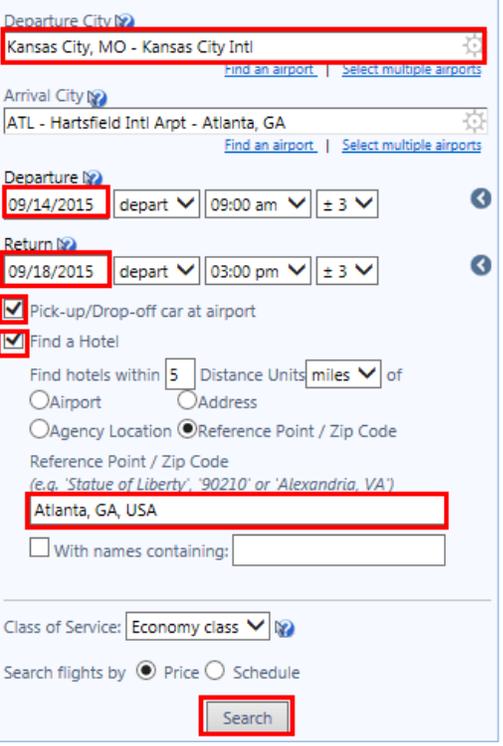


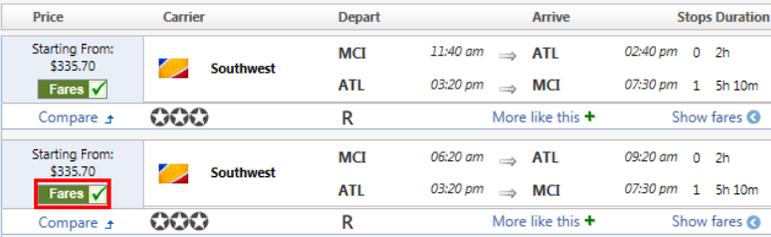
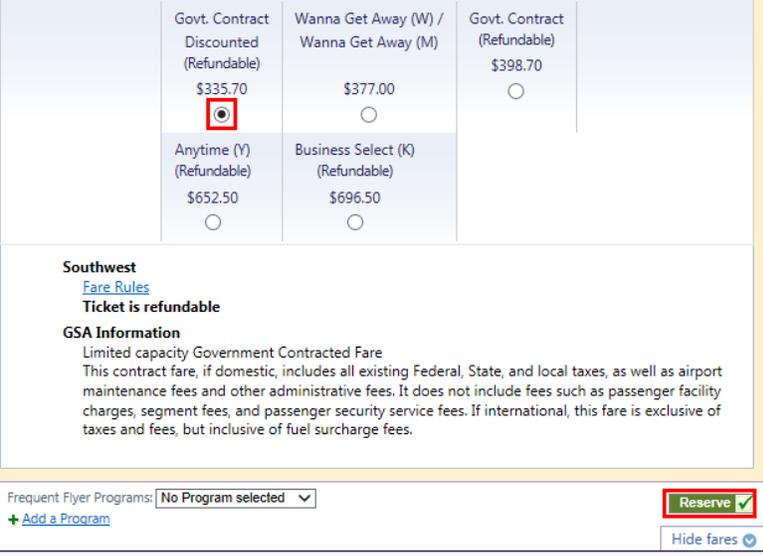
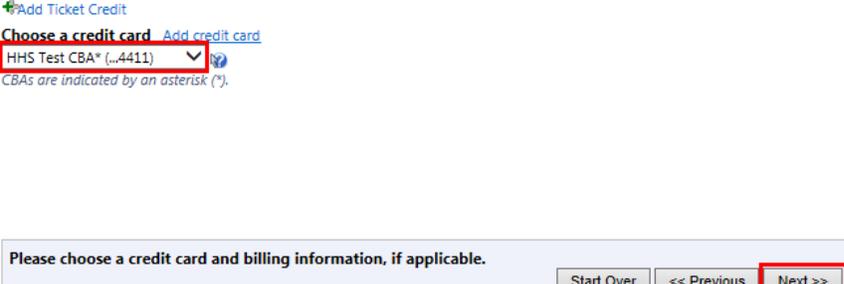
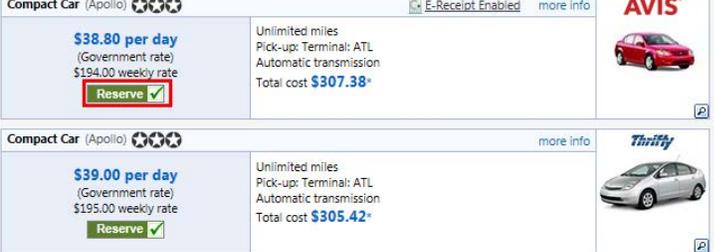
Concur Government Edition (CGE) Job Aid: Booking Travel with Multiple Hotels

Purpose: To provide a step-by-step guide to booking a travel reservation with multiple hotels and airfare in CGE.

Audience: Travelers and Preparers

<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS, select the E-Travel link.</p>	
<p>Step 3: Select Traveler If you are a Preparer, select the Traveler from the "You are administering travel for" field by selecting the drop down arrow or the Search button. Locate the Traveler and select the name.</p>	
<p>Step 4: Select Travel Tab From the CGE Home page, select the Travel tab.</p>	

Instruction:	Screenshot:
<p>Step 5: Select Airfare Type Select the radio button next to Round Trip for just one Temporary Duty (TDY) Location.</p> <p>Note: To see the process for a Multi-Segment trip, refer to the job aid entitled "Booking Travel with Multiple Temporary Duty Locations."</p>	
<p>Step 6: Enter TDY Location Enter the TDY location in the Temporary Duty Location field by either searching for an agency location or by typing in the city or address as a reference point. Then select the Find Location button and verify the TDY location.</p> <p>Be sure that the TDY Per Diem Location field shows the correct location for your mission. You can change the Per Diem location by selecting the drop down arrow and choosing another location. You will also be able to change the Per Diem location for the additional hotel on a later page.</p>	
<p>Step 7: Enter Search Criteria Enter the departure airport or city in the Departure City field.</p> <p>Enter the departure and return dates for the trip in the appropriate fields. Change the search times as needed.</p> <p>If a car is required, select the check box next to "Pick-up/Drop-off car at airport". To search for a hotel, select the check box next to "Find a Hotel" and choose your hotel search criteria for the first hotel for the trip. You can search for a hotel near an airport, a specific address, the agency location, or a reference point/zip code. Then select the Search button.</p>	

Instruction:	Screenshot:																		
<p>Step 8: Select Flight</p> <p>Select the Fares button next to the appropriate flights. The green Fares button represent the government contracted rates and should be chosen whenever available.</p>	 <table border="1"> <thead> <tr> <th>Price</th> <th>Carrier</th> <th>Depart</th> <th>Arrive</th> <th>Stops</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>Starting From: \$335.70 Fares ✓</td> <td>Southwest</td> <td>MCI 11:40 am</td> <td>ATL 02:40 pm</td> <td>0</td> <td>2h</td> </tr> <tr> <td>Starting From: \$335.70 Fares ✓</td> <td>Southwest</td> <td>MCI 06:20 am</td> <td>ATL 09:20 am</td> <td>0</td> <td>2h</td> </tr> </tbody> </table>	Price	Carrier	Depart	Arrive	Stops	Duration	Starting From: \$335.70 Fares ✓	Southwest	MCI 11:40 am	ATL 02:40 pm	0	2h	Starting From: \$335.70 Fares ✓	Southwest	MCI 06:20 am	ATL 09:20 am	0	2h
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<p>Step 9: Select Fare</p> <p>From the flight details window, select the radio button below the airfare. Govt. Contract Discounted (Refundable) fares should be chosen whenever available. Select the “Reserve” button to choose this fare.</p>	 <p>Govt. Contract Discounted (Refundable) \$335.70 <input checked="" type="radio"/></p> <p>Wanna Get Away (W) / Wanna Get Away (M) \$377.00 <input type="radio"/></p> <p>Govt. Contract (Refundable) \$398.70 <input type="radio"/></p> <p>Anytime (Y) (Refundable) \$652.50 <input type="radio"/></p> <p>Business Select (K) (Refundable) \$696.50 <input type="radio"/></p> <p>Southwest Fare Rules Ticket is refundable</p> <p>GSA Information Limited capacity Government Contracted Fare This contract fare, if domestic, includes all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. It does not include fees such as passenger facility charges, segment fees, and passenger security service fees. If international, this fare is exclusive of taxes and fees, but inclusive of fuel surcharge fees.</p> <p>Frequent Flyer Programs: No Program selected + Add a Program</p> <p>Reserve ✓ Hide fares</p>																		
<p>Step 10: Select Payment Type</p> <p>On the Trip Payment Information page, choose the appropriate payment method for your OpDiv/StaffDiv from the drop down menu and then select the Next button.</p>	 <p>+ Add Ticket Credit</p> <p>Choose a credit card Add credit card</p> <p>HHS Test CBA* (...4411)</p> <p>CBA's are indicated by an asterisk (*).</p> <p>Please choose a credit card and billing information, if applicable.</p> <p>Start Over << Previous Next >></p>																		
<p>Step 11: Reserve Car</p> <p>Scroll down to see a list of car vendors for this TDY location. Select the car by selecting the Reserve button next to the appropriate car. Government rates should be chosen when available.</p>	 <p>Compact Car (Apollo) E-Receipt Enabled more info</p> <p>\$38.80 per day (Government rate) \$194.00 weekly rate Reserve ✓</p> <p>Unlimited miles Pick-up: Terminal: ATL Automatic transmission Total cost: \$307.38*</p> <p>Compact Car (Apollo) more info</p> <p>\$39.00 per day (Government rate) \$195.00 weekly rate Reserve ✓</p> <p>Unlimited miles Pick-up: Terminal: ATL Automatic transmission Total cost: \$305.42*</p>																		

Instruction:

Step 12: Change Hotel Search
 To select a hotel for a portion of the trip, select the Change Search link on the right.

Screenshot:

Check-in Mon, Sep 14 - Check-out Fri, Sep 18

Automatic

Total USD 643.08

Hotel Preferences
 Room Type: Don't Care
 Smoking Preference: Don't Care
 Foam pillows
 Message to Vendor:

Change Search

Price: \$75 - \$602
 Hide hotels over Per Diem limit (\$135.00)

Step 13: Update Dates
 Update the check-out date for the first hotel. Change the TDY and Per Diem location if needed. Then select the Search button.

Change Search

Temporary Duty Location
 Agency Location
 Reference point
 e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

TDY Per Diem Location [Required]

Check-in Date: 09/14/2015
 Check-out Date: 09/16/2015

Find hotels within 5 miles of
 Airport
 Address
 Agency Location
 Reference Point / Zip Code
 Reference Point / Zip Code
 e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

 With names containing:

Step 14: Select First Hotel
 From the list of hotels for this TDY location, select the "choose room" link to see the available rates.

1. La Quinta Inn Atlanta/Lenox-Buck...
 2535 Chantilly Dr NE
 Atlanta, GA 30324
 Piney Grove
 4.6 miles | [view map](#)
 E-Receipt Enabled
 more info | compare
[choose room](#)

2. Country Inn & Suites ATL Tur...
 759 Pollard Blvd SW
 Atlanta, GA 30315
 Summerhill
 2.32 miles | [view map](#)
 E-Receipt Enabled
 more info | compare
[choose room](#)

Step 15: Reserve Room
 Select the radio button next to the rate and then select the Reserve button to reserve this room rate.
 FedRooms rates should be chosen when available.

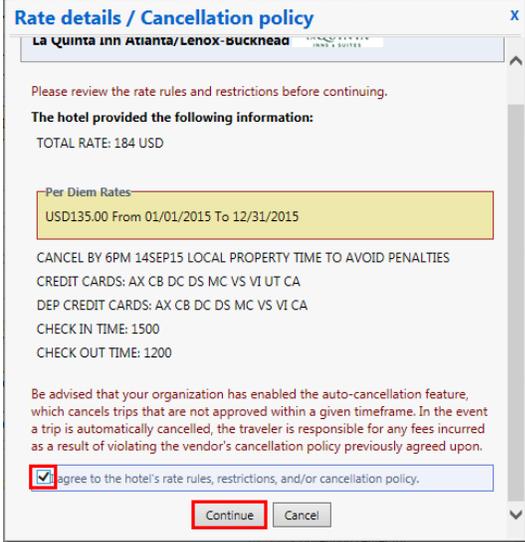
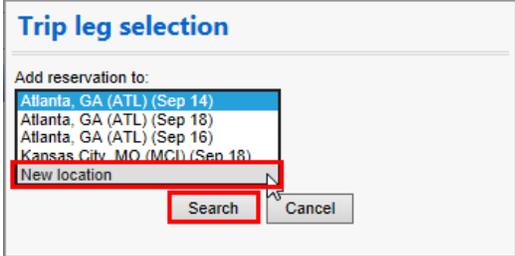
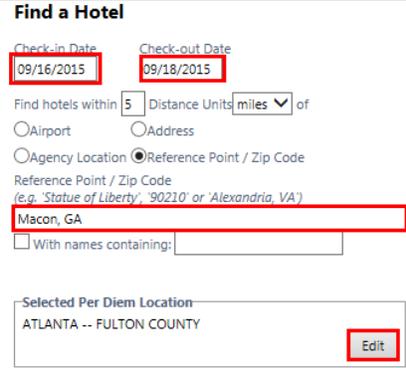
\$75 Two Double Pillowtop Beds Ultra Fast Free Wifi/free Breakfast/hdtv FedRooms (Rate Code: A06A92) (Apollo)

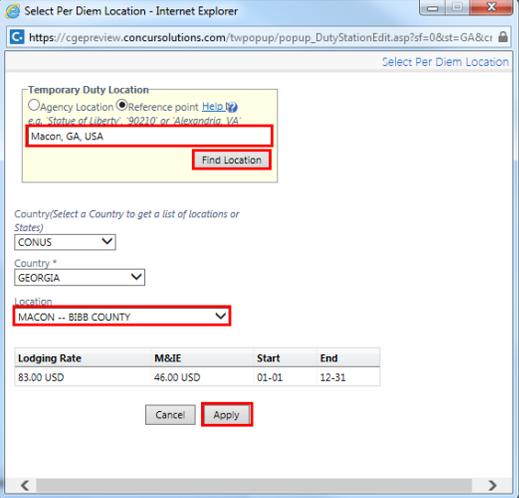
\$75 Accessible One Queen Pillowtop Bed Ultra Fast Free Internet/free Breakfast/hdtv FedRooms (Rate Code: A09A92) (Apollo)

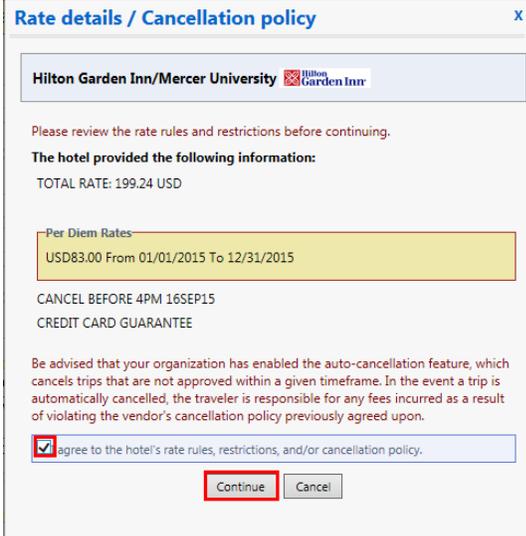
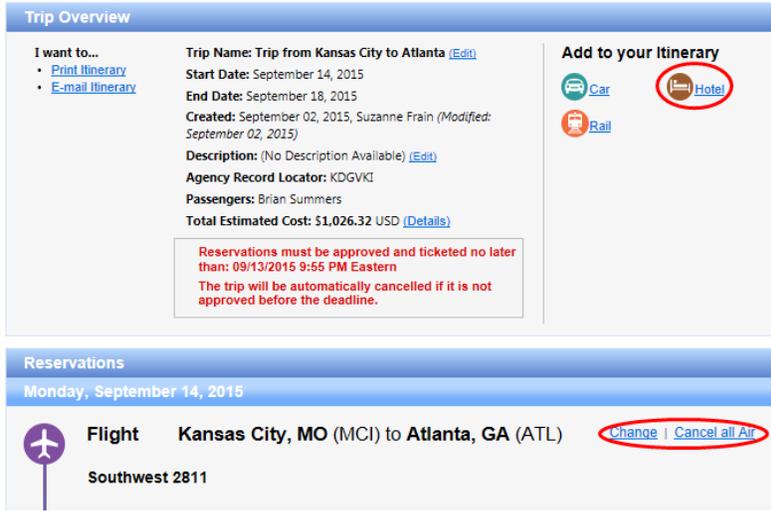
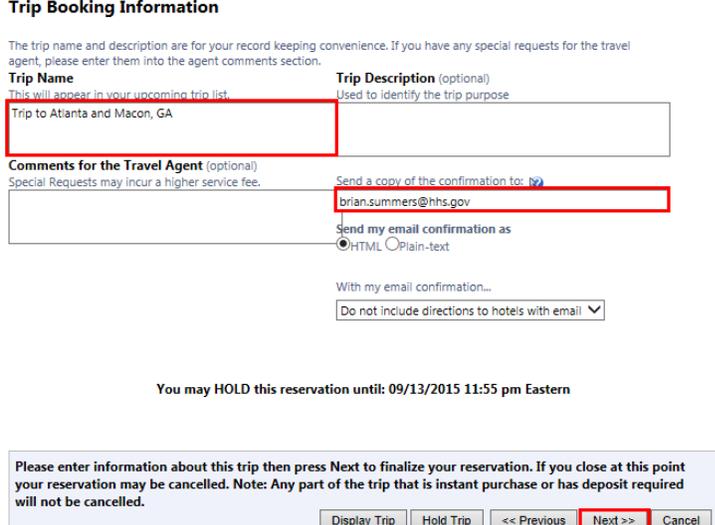
\$75 Two Double Pillowtop Beds Ultra Fast Free Wifi/free Breakfast/hdtv Best Available Rate (Rate Code: A06A92) (Apollo)

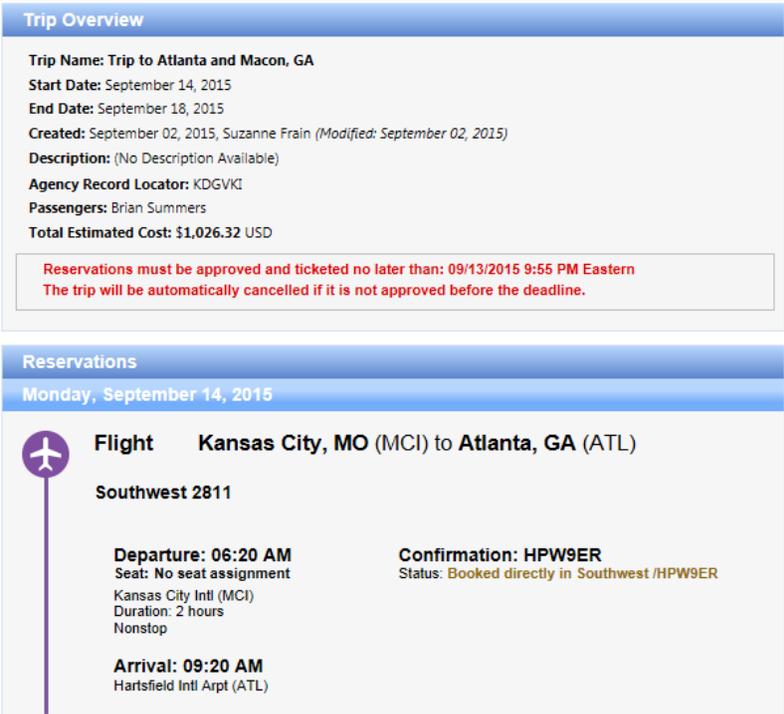
[Rate details / Cancellation policy](#)

Use the following Hotel Program: No Program selected
[+ Add a Program](#)

<p>Instruction:</p> <p>Step 16: Review Hotel Details Read the hotel rate details and cancellation policy and select the box next to "I agree to the hotel's rate rules, restrictions, and/or cancellation policy." Then select the Continue button.</p>	<p>Screenshot:</p> 
<p>Step 17: Add Second Hotel From the Trip Overview section of the itinerary, select the Hotel link to add a hotel.</p>	
<p>Step 18: Add Location From the Trip leg selection pop up window, select "New Location" and then select the Search button.</p>	
<p>Step 19: Enter Dates and Location In the Find a Hotel section, update the check-in and check-out dates of the 2nd hotel. Add the 2nd location in the search criteria and then select the Edit button to change the per diem location.</p>	

<p>Instruction:</p> <p>Step 20: Update Per Diem Location From the Select Per Diem Location pop up window, enter the new TDY location and select the Find Location button. Verify that the Per Diem location county is correct or use the drop down arrow to change to the location of the Traveler's mission. Then select the Apply button.</p>	<p>Screenshot:</p> 
<p>Step 21: Select Next Select the Next button to continue.</p>	<p>Please choose a location to search for your hotel, and select your check-in and check-out dates. Help me find a hotel?</p> <p>Display Trip << Previous Next >> Cancel</p>
<p>Step 22: Confirm Location Change A Duty location warning will appear. Select the No button.</p>	<p>Duty location warning</p> <p> The hotel location is different from the duty station chosen earlier. Would you like to delete your current per diem location and choose another one on the next screen?</p> <p>Yes No</p>
<p>Step 23: Verify Location Verify the new TDY location again and select the Choose button.</p>	<p>Searching for location...</p> <p>Macon, GA</p> <p>Location: Macon, GA, USA Choose</p>
<p>Step 24: Select Second Hotel From the list of hotels for the 2nd TDY location, select the "choose room" link to see the available rates.</p>	<p>1. Wingate by Wyndham Macon  100 Northcrest Blvd Macon, GA 31210 0.63 miles view map ★★★★☆ rate this hotel from \$83 choose room</p> <p>2. Hilton Garden Inn/Mercer University  1220 Stadium Dr Macon, GA 31204 1.67 miles view map ★★★★☆ rate this hotel from \$83 choose room</p>
<p>Step 25: Select Room Select the radio button next to the rate and then select the Reserve button to reserve this room rate.</p>	<p><input checked="" type="radio"/> \$83  FedRooms 2 Queen Beds Comp Wifi- Hdtv With Hidef Channels (Rate Code: A02A4Z) (Apollo)</p> <p><input type="radio"/> \$83  FedRooms 2 Queen Mobility Accessible W Bathtub Comp Wifi- Hdtv With Hidef Channels (Rate Code: A04A4Z) (Apollo)</p> <p><input type="radio"/> \$83  FedRooms 2 Queen Mobility Accessible W Rollin Shower Comp Wifi- Hdtv With Hidef Channels (Rate Code: A09A4Z) (Apollo)</p> <p>Rate details / Cancellation policy</p> <p>Use the following Hotel Program: No Program selected + Add a Program Reserve </p>

<p>Instruction:</p> <p>Step 26: Review Hotel Details Read the hotel rate details and cancellation policy and select the box next to "I agree to the hotel's rate rules, restrictions, and/or cancellation policy." Then the select Continue button.</p>	<p>Screenshot:</p> 
<p>Step 27: Review Itinerary From the Travel Details page, review all of your reservations before confirming. Continue to add additional hotels as needed. Be sure to update the dates for each hotel. Scroll to the bottom of the page to review all of your choices. To make any changes, select the "Change" link for that segment of the reservation. To cancel part of your reservation, select the "Cancel" link next to that segment of the reservation.</p>	
<p>Step 28: Select Next Scroll to the end of the page. If everything is in order, select the Next button to continue.</p>	
<p>Step 29: Update Booking Information Enter a short description of the trip in the Trip Name field. This will help you identify the trip and Authorization from the Home page of CGE. Verify that the Traveler's email address appears in the "Send a copy of the confirmation to:" field. Add if needed. Note: Only enter a comment for the travel agent when necessary as this will incur an additional fee. Select the Next button to continue.</p>	

<p>Instruction:</p> <p>Step 30: Confirm Itinerary</p> <p>Review the trip details once more on the Trip Confirmation page before booking. Scroll to the bottom of the page to review each segment of the trip.</p>	<p>Screenshot:</p>  <p>Trip Overview</p> <p>Trip Name: Trip to Atlanta and Macon, GA Start Date: September 14, 2015 End Date: September 18, 2015 Created: September 02, 2015, Suzanne Frain (Modified: September 02, 2015) Description: (No Description Available) Agency Record Locator: KDGVKI Passengers: Brian Summers Total Estimated Cost: \$1,026.32 USD</p> <p>Reservations</p> <p>Monday, September 14, 2015</p> <p>Flight Kansas City, MO (MCI) to Atlanta, GA (ATL)</p> <p>Southwest 2811</p> <p>Departure: 06:20 AM Confirmation: HPW9ER Seat: No seat assignment Status: Booked directly in Southwest /HPW9ER Kansas City Intl (MCI) Duration: 2 hours Nonstop</p> <p>Arrival: 09:20 AM Hartsfield Intl Arprt (ATL)</p> <p>Reservations must be approved and ticketed no later than: 09/13/2015 9:55 PM Eastern The trip will be automatically cancelled if it is not approved before the deadline.</p> <p>Almost done... Please confirm this itinerary. By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.</p> <p>Display Trip << Previous Confirm Booking>> Cancel</p>															
<p>Step 31: Confirm Booking</p> <p>At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.</p>																
<p>Step 32: Verify Locations</p> <p>CGE will automatically create the Authorization based on the reservation. From the Summary page, verify the TDY locations and dates in the Document Information section.</p>	 <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Document Information TANUM: TANUM00HF4 Currency: U.S. Dollar Type: SINGLE TRIP</p> <table border="1"> <thead> <tr> <th>Location Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> </thead> <tbody> <tr> <td></td> <td>ATLANTA, GA</td> <td>09/14/15</td> <td>09/16/15</td> <td>135.00 / 56.00 (10/01/14-09/30/15)</td> </tr> <tr> <td></td> <td>MACON, GA</td> <td>09/16/15</td> <td>09/18/15</td> <td>83.00 / 46.00 (10/01/13-09/30/15)</td> </tr> </tbody> </table>	Location Purpose	Location	From	To	Per Diem Rates		ATLANTA, GA	09/14/15	09/16/15	135.00 / 56.00 (10/01/14-09/30/15)		MACON, GA	09/16/15	09/18/15	83.00 / 46.00 (10/01/13-09/30/15)
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You have successfully booked travel for multiple hotels in CGE!

To continue with the Authorization, see the job aid "Creating an Authorization from a Travel Reservation."