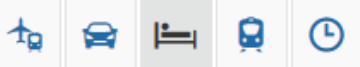


Booking Hotel and Adding Conference Rate Code/ID

Travel Trip Library Templates Tools



Hotel Search

Check-in Date: 06/10/2017 | Check-out Date: 06/13/2017

Find hotels within 5 miles from

Airport | Address

Company Location | Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Georgetown University

With names containing:

Add Another Hotel

Search

Or, tell us in your words what you want to do

e.g. flight from New York to Paris on Tuesday **Search**

Travel Alerts

- ! Your Argentina passport expired on 10/20/2012 **Update**
- ! Your Bermuda visa expired on 09/29/2012 **Update**

Company Notes Upcoming Trips Remove Trips

Trip Name/Description	Status	Start Date	End Date	Action
Trip from Indianapolis to San Francisco (NFBJSZ) (CGGM)	Ticketed	04/01/2017	04/02/2017	Cancel Trip Expense

Trip Summary



Select a Hotel

Nights: 3
Georgetown University, 3700 O St NW,
Washington, DC 20057, USA

Check-in: Sat, 06/10/2017
Check-out: Tue, 06/13/2017



Finalize Trip

Hotel Per Diem Locations

Search for Locations near:

Country *(Select a Country to get a list of locations or States)*

United States of America (US) ▼

State/Province ?

District of Columbia (DC) ▼

Location

Washington -- District Of Columbia ▼

Lodging Rate	Meals Rate	Incidentals Rate
\$ 242	\$ 64	\$ 5

Please choose the per diem location for your hotel

Start Over

<< Previous

Next >>

Next

CHECK-IN SAT, JUN 10 - CHECK-OUT TUE, JUN 13

Show as USD -

Trip Summary



Select a Hotel

Nights: 3
Georgetown University, 3700 O St NW,
Washington, DC 20057, USA

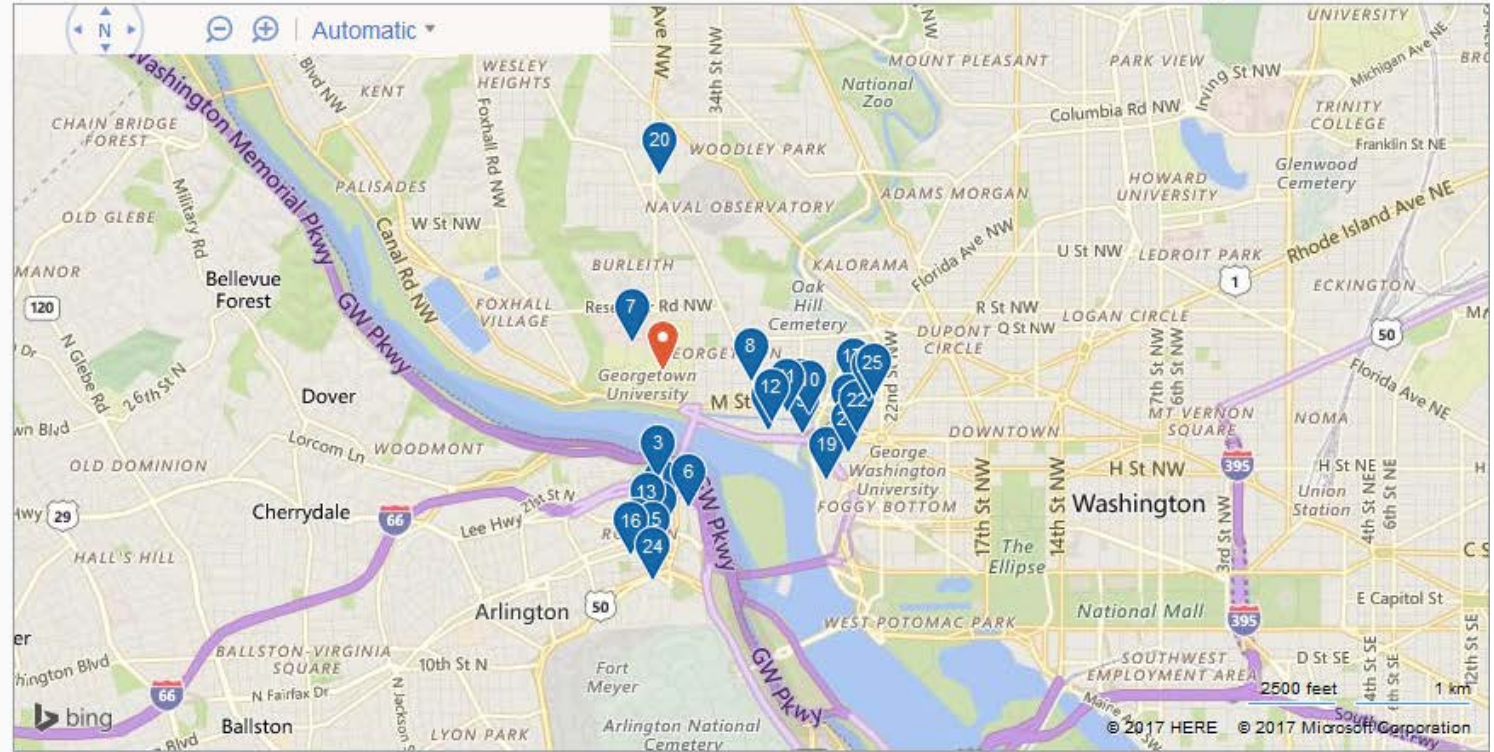
Check-in: Sat, 06/10/2017
Check-out: Tue, 06/13/2017



Finalize Trip

Hide Map Print

Company Preferred Hotel



Change Search

Check-in Date: 06/10/2017
Check-out Date: 06/13/2017

Find hotels within 5 miles from

- Airport
- Address
- Company Location
- Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')
Georgetown University

With names containing:

Search

Price

\$178 - \$6,950

Display Settings

Lodging Per Diem limit for Washington -- District Of Columbia: \$242.00

Hotel Name Search



Sorted By: Preference

Displaying: 100 out of 100 results.

Previous 1 2 3 4 Next | All



1. Holiday Inn Rosslyn at Key Bridge

1900 N Fort Myer Dr, Arlington, VA 22209 [Map it](#)

0.75 miles ★★★★★

\$222

View Rooms

E-Receipt Enabled

Hotel details

Select Hotel(s) that is holding conference to view available room types.

Price ▲

\$178 - \$6,950

Display Settings ▲

E-Receipt Enabled

Neighborhood ▲

Joint Base Myers (1)

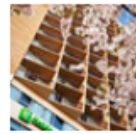
Hotel Chain ▲

Chain Superchain

- Ascend (1)
- Autograph (1)
- Best Western (2)
- BT Advantage (2)
- Clarion (1)
- Club Quarters (1)

[Check All](#) | [Reset](#)

Hotel Amenities ▲



1. Holiday Inn Rosslyn at Key Bridge

1900 N Fort Myer Dr, Arlington, VA 22209 [Map it](#)

📍 0.75 miles ★ ★ ★ ★ ☆

\$222

Hide Rooms

E-Receipt Enabled

[Hotel details](#)

Room Options

State Government Id Req Free - Parking Free Internet. 1 Block Away From Metro. 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From (Sabre)



\$222

[Rules and cancellation policy](#)

Government Rate Id Req 1 - Block From Metro Parking Wifi. Additional 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From (Sabre)



\$242

[Rules and cancellation policy](#)

Best Flexible Rate - 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From (Sabre)



\$260

[Rules and cancellation policy](#)

Best Flexible Rate - 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From (Sabre)



\$260

[Rules and cancellation policy](#)

Best Flex With Bkfst Fully - Flexible Rate. Includes Breakfast For One Or 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From (Sabre)



\$276

[Rules and cancellation policy](#)

Select room type.

Trip Summary



Hotel Selected

Nights: 3
Georgetown University, 3700 O St NW,
Washington, DC 20057, USA

Check-in: Sat, 06/10/2017
Check-out: Tue, 06/13/2017



Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

Holiday Inn Rosslyn at Key Bridge

Government Rate Id Req 1 - Block From Metro Parking Wifi. Additional 2 Double Beds Nonsmoking Update Your Social Networks Via The Free Wireless Internet Access Enjoy The Evening Air From
3 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Saturday, June 10, 2017	Tuesday, June 13, 2017	1900 N Fort Myer Dr Arlington, Virginia 22209 United States	703-807-2000

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. ?

Hotel Guest

[Edit](#) | [Review all](#)

Name: William Suzy Never Phone: 888-470-2030

Hotel Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Holiday Inn Rosslyn at Key Bridge	\$242.00	Jun 10 - Jun 13	\$726.00
Total Estimated Cost: \$726.00*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.

** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Concur Test (...1111)  [Edit](#) | [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Holiday Inn Rosslyn at Key Bridge



Please review the rate rules and restrictions before continuing.

We are unable to retrieve the rate rules, restrictions and cancellation policy from the hotel supplier. Please contact the hotel for the information.

*I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#)

[Reserve Hotel and Continue](#)

If everything is ok, click 'Reserve Hotel and Continue'

Making hotel reservation...



Please stand by...

Please do not close this window while on this "Stand-By" page.
If you accidentally close it, you can find a link to this trip on your travel home page
under the name "Unfinished Reservation". Clicking that link will allow you to continue your booking.

Trip Summary



Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Travel Details

TRIP OVERVIEW

I want to...

[Print Itinerary](#)

[E-mail Itinerary](#)

Trip Name: Hotel Reservation at GEORGETOWN UNIVERSITY,
3700 O ST NW, WASHINGTON, DC 20057, USA [\(Edit\)](#)

Start Date: June 10, 2017

End Date: June 13, 2017

Created: February 02, 2017, William Never *(Modified: February 02, 2017)*

Description: (No Description Available) [\(Edit\)](#)

Agency Record Locator: JENFZL

Reservation for: William Suzy Never

Total Estimated Cost: \$726.00 USD [\(Details\)](#)

Add to your Itinerary



[Car](#)



[Hotel](#)

RESERVATIONS

Saturday, June 10, 2017



Holiday Inn Rosslyn at Key Bridge

[Change](#) | [Cancel](#)

1900 N Fort Myer Dr
Arlington, Virginia, 22209
US
703-807-2000

Checking In: Sat Jun 10

Room 1, Days 3, Guests 1

Confirmation: 66502213

Status: **Confirmed**

Checking Out: Tue Jun 13

Additional Information

Daily Rate: \$242.00 USD

Total Rate: \$726.00 USD

Room Details

Room Description: RoomDescriptionCode2DN523A

Special Instructions: Wheelchairaccess Nonsmoking Earlychckin

Cancellation Policy

Cancellation Fees may apply

Must Cancel By 6 Pm

TOTAL ESTIMATED COST

Hotel:	\$726.00 USD
Total Estimated Cost:	\$726.00 USD

REMARKS

CONTACT US AT 855-512-7955
NORMAL BUSINESS HOURS ARE 800A-500P EST
AFTERHOURS EMERGENCY NUMBER 855-512-7955
THERE IS A CHARGE FOR EACH AFTERHOURS TRANSACTION
YOUR EMERGENCY ASSISTANCE CODE IS S-83RG

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#)

[Cancel Trip](#)

Review again and click 'Next'

Trip Booking Information: This is where the traveler/delegate enters 'Comments for the Travel Agent'

CONCUR | Requests | **Travel** | Expense | Approvals | App Center | Help

Profile

Travel | Trip Library | Templates | Tools

Trip Summary

- ✓ **Finalize Trip**
 - Review Travel Details
 - Enter Trip Information**
 - Submit Trip Confirmation

Trip Booking Information

Trip Name
This will appear in your upcoming trip list.

Hotel Reservation at GEORGETOWN UNIVERSITY, 3700 O ST NW, WASHINGTON, DC 20057, USA

Trip Description (optional)
Used to identify the trip purpose

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

Send a copy of the confirmation to: ?

Send my email confirmation as
 HTML Plain-text

Enter Order Nbr (not required)

Enter 10 digit Cost Ctr nbr (not required)

8 Digit Fund Number (not required)

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip | << Previous | Next >> | Cancel Trip

Trip Summary

✓ **Finalize Trip**

- ✓ Review Travel Details
- Enter Trip Information**
- Submit Trip Confirmation

Trip Booking Information

Trip Name
This will appear in your upcoming trip list.

Hotel Reservation at GEORGETOWN UNIVERSITY, 3700 O ST NW, WASHINGTON, DC 20057, USA

Comments for the Travel Agent (optional)
Special Requests may incur a higher service fee.

I am attending the GBTA Conference on June 10-June 13. The conference rate is \$189 per night. The code to get the rate is GBTA17. Please be sure that my reservation is at the conference rate.
thank you

Enter relevant information related to the conference hotel, conference room rate and any codes necessary to get the rate.

NOTE: This box should be empty unless the traveler has special requests. Anything, even one letter, number or character, added to this box will send a reservation to an Altour travel agent.

Trip Summary



Finalize Trip

- ✓ Review Travel Details
- ✓ Enter Trip Information
- Submit Trip Confirmation**

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Hotel Reservation at GEORGETOWN UNIVERSITY, 3700 O ST NW, WASHINGTON, DC 20057, USA

Start Date: June 10, 2017

End Date: June 13, 2017

Created: February 02, 2017, William Never (*Modified: February 02, 2017*)

Description: (No Description Available)

Comments to Agent: I am attending the GBTA Conference on June 10-June 13. The conference rate is \$189 per night. The code to get the rate is GBTA17. Please be sure that my reservation is at the conference rate. thank you

Agency Record Locator: JENFZL

"Thank you for confirming. Continue your reservation to the Travel Request set up page. The travel request must be submitted by listed dates and time (below) or the reservation will be cancelled. If the ticket was purchased from an immediate purchase airline, the ticket will not be cancelled."

Reservation for: William Suzy Never

Total Estimated Cost: \$726.00 USD

Agency Name: ALTOUR 83RG

RESERVATIONS

Saturday, June 10, 2017



Holiday Inn Rosslyn at Key Bridge

1900 N Fort Myer Dr
Arlington, Virginia, 22209
US
703-807-2000

Checking In: Sat Jun 10

Room 1, Days 3, Guests 1

Confirmation: 66502213

Status: **Confirmed**

Checking Out: Tue Jun 13

Additional Information

Daily Rate: \$242.00 USD

Total Rate: \$726.00 USD

Room Details

Room Description: RoomDescriptionCode2DN523A
Special Instructions: Wheelchairaccess Nonsmoking Earlychckin

Cancellation Policy

Must Cancel By 6 Pm

TOTAL ESTIMATED COST

Hotel:

\$726.00 USD

Total Estimated Cost:

\$726.00 USD

REMARKS

CONTACT US AT 855-512-7955
NORMAL BUSINESS HOURS ARE 800A-500P EST
AFTERHOURS EMERGENCY NUMBER 855-512-7955
THERE IS A CHARGE FOR EACH AFTERHOURS TRANSACTION
YOUR EMERGENCY ASSISTANCE CODE IS S-83RG

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

Select 'Confirm Booking' to complete the reservation.

The reservation will be forwarded to an Altour travel agent to attend to the special request.

Clicking cancel will end the reservation.

Room 1, Days 2, Guests 1 Status: Confirmed

Canceling at this time will remove this entire reservation.

Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Are you sure you wish to do this?

OK Cancel

Must Cancel By 6 Pm

Your trip has been successfully cancelled.

Hotel Cancellation



HOLIDAY INN ROSSLYN

Washington, DC

Checking In: 06/10/2017

Checking Out: 06/13/2017

Confirmation: 66502213

Cancellation Number: 53497786

This information has been stored in the Trip Library.

