

Concur Hotel Rate Maximum Guidance

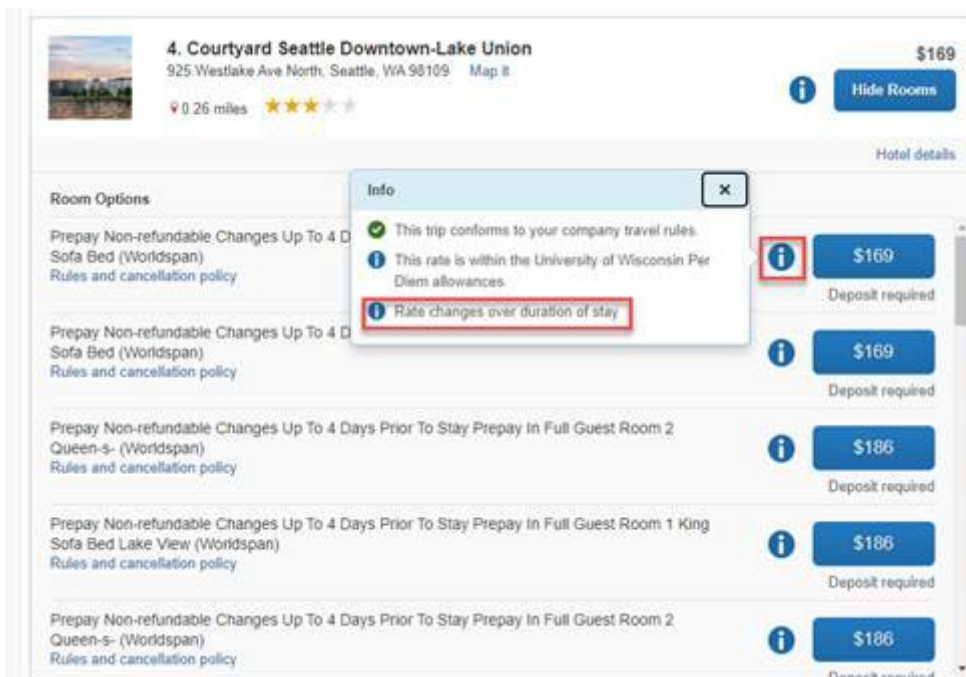
It is important to note that the [UW per diem calculator](#) must **ALWAYS** be utilized when determining what hotels are within the daily rate maximums allowed for the date and location of travel. *Concur isn't always accurate when determining what is in and out of policy.*

Additional detailed information:

Concur's display technology can only show the hotel rate in the format provided by the hotel at the time it is sent. Hotels control how they transmit rates, which means the initially displayed amount may reflect the first night only or an average nightly rate rather than the full stay. Concur does, however, prompt the booker at multiple points during the booking process to review rate changes and the total cost before completing a reservation. Because of this variability, bookers should always verify the total cost for the entire stay and compare that amount to the [per diem calculator](#) to determine whether the booking is compliant with policy.

Opportunities to identify if the rate changes and view the total rate for the entire stay:

1. In the "i" info bubble next to the rate.



2. Clicking on the "Rules and cancellation policy" under the room description.

The screenshot displays a hotel booking page for Courtyard Seattle Downtown-Lake Union. A modal window titled "Rules and cancellation policy" is open, showing the following details:

- Hotel Name:** COURTYARD SEATTLE DOWNTOWN-LAKE UNION
- Important information:** RATE CHANGES OVER DURATION OF STAY
- Hotel Rates:**
 - 169.00 USD STARTING 24SEP FOR 1 NIGHT
 - 303.00 USD STARTING 25SEP FOR 4 NIGHTS
 - 271.00 USD STARTING 29SEP FOR 1 NIGHT
- ROOM RATE DETAIL: ALL KNOWN TAXES/FEES/SURCHARGES**
 - 6.500 PERCENT COMP STATE/PROV TAX PER NT
 - 2.200 PERCENT COMP CITY TAX PER NT
 - 7.000 PERCENT COMP MISCELLANEOUS PER NT
 - 1935.37 USD TOTAL AMOUNT OF STAY
- CANCEL PERMITTED UP TO 01 DAYS AFTER BOOKING**

3. Once selecting a room rate and moving to the next step, Concur advises that before checking the box that says "I agree to the hotel's rate rules, restrictions and cancellation policy" the traveler/booker should make sure they are reviewing everything in that box, as it has the detailed information on what is about to be booked.

(screenshots show scrolling down in the box)

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Courtyard Seattle Downtown-Lake Union



You have selected a hotel that requires a deposit. This deposit may be non-refundable.

The hotel provided the following information:

RATE CHANGES OVER DURATION OF STAY

Hotel Rates

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

Back

Reserve Hotel and Continue

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

Hotel Rates

169.00 USD STARTING 24SEP FOR 1 NIGHT
303.00 USD STARTING 25SEP FOR 4 NIGHTS
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ROOM RATE DETAIL: ALL KNOWN TAXES/FEES/SURCHARGES
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I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back

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ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

CANCEL PERMITTED UP TO 01 DAYS AFTER BOOKING
NON-REFUNDABLE RATE
UPON EARLY DEPARTURE AN EARLY DEPARTURE CHARGE OF ONE
NIGHT S ROOM - APPLICABLE TAX APPLIES.
\$ MARRIOTT'S COMMITMENT TO CLEAN- HTTP CLEAN*MARRIOTT*COM \$
1911.37 USD DEPOSIT DUE 01 DAYS AFTER BOOKING
ONLY CREDIT CARD DEPOSITS ALLOWED
PREPAY NON-REFUNDABLE CHANGES UP TO 4 DAYS
PRIOR TO STAY PREPAY IN FULL GUEST ROOM 1

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

Back

Reserve Hotel and Continue