

# **Travel: Regional Hotel Rates**

## **Travel Service Guide**

**Last Revised: February 18 2018**

Applies to Concur Travel:

- Professional/Premium edition
  - TMC Partners
  - Direct Customers
  
- Standard edition
  - TMC Partners
  - Direct Customers



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## Revision History

| Date              | Revision Notes/Comments   |
|-------------------|---|
| July 25, 2023     | Updated <i>Overview</i> section with note on SAP Concur UI themes; no other changes |
| January 14, 2022  | Updated the copyright year; no other changes; cover date not updated                |
| April 14, 2021    | Updated the copyright year; no other changes; cover date not updated                |
| February 14, 2020 | Updated the copyright; no other changes; cover date not updated                     |
| June 20, 2019     | Removed "Concur" from the cover; no other changes; cover date not updated           |
| March 10, 2019    | Updated the copyright; no other changes; cover date not updated                     |
| February 18, 2018 | Initial publication; moved from the <i>Company Administration User Guide</i>        |



# Regional Hotel Rates

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## Section 1: IMPORTANT – About this Guide

Be aware that certain scenarios have an infinite number of variables or extremely unusual circumstances, like rare cancellation or refund situations. So, not all scenarios can be presented in this guide. Also, certain processes may be influenced by third- or fourth-party participants. In some cases, you must contact the vendor/provider directly.

### Professional and Standard Travel

This guide (and feature) applies only to Professional Travel.

## Section 2: Overview

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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

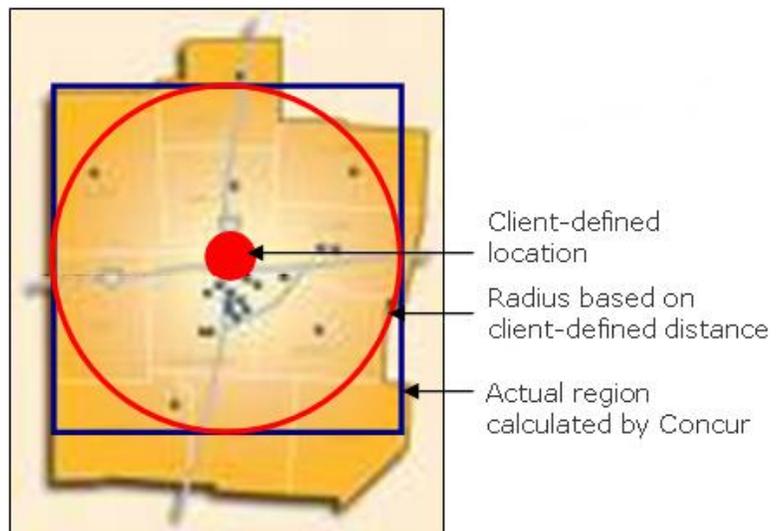
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The Regional Hotel Rates feature allows an admin to establish maximum hotel rates for cities that are above the standard limit. For example, assume that the company's standard rate for hotels is \$200 but the company wants to allow its travelers a higher rate for high-rate cities like New York. The admin can set the maximum rate for New York at \$300.

### Calculating the Region's Radius

When the admin creates the regional hotel rate for a city, they add a location, like New York City, and then they click **Geocode**.

Concur maps a location somewhere in midtown Manhattan, and the admin can then enter a radius (distance) based on how far away from the specified location this rate is in effect. For example, if the admin enters 10 miles as the distance, then hotels in Manhattan are included but hotels in Newark, NJ, are not.



SAP Concur uses a box rather than a circle for the search boundary. If the admin chooses a five-mile radius search, Concur builds a box that is 10 x 10, with the reference point in the center. This might mean that some hotels are slightly farther away than requested.

## Section 3: Configuration

There are two parts to the configuration:

- Step 1: Add the regional hotel rates  
– and –
- Step 2: Activate the "location rate" hotel rule

### ***Access the Travel Administration Page***

Use the **Travel Policy Administration** page to create the regional hotel rate and to activate the appropriate rule.

▶ ***To access Travel Policy Administration:***

1. Click **Administration > Company** (on the sub-menu) > **Company Admin**.

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**NOTE:** Depending on your permissions, the page may appear immediately after you click **Administration**.

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2. In the **Travel Administration** section of the left menu, click **Travel Admin**. The **Travel Policy Administration** page appears.

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**NOTE:** Depending on your permissions, you may be able to access this page by clicking **Administration > Travel > Travel Admin** or **Administration > Travel Admin**.

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# Add a Regional Hotel Rate and Rule

## Step 1: Add a Regional Hotel Rate

▶ **To add a rate:**

1. On the **Travel Policy Administration** page, click the **Regional Hotel Rates** tab.

The screenshot shows the 'Regional Hotel Rates' page with several tabs: Travel Policy, Policy Violation Reasons, Travelfusion Suppliers, Vendor FoID Admin, Travel Vendor Exclusions, Custom Text, **Regional Hotel Rates** (circled in red), and Travel Alternatives. Below the tabs is a 'Travel Configuration' dropdown menu set to 'CommaSavvy'. A link '[+] Add New Regional/City Hotel Rate' is visible. A table lists existing rates with columns for Location, Address, City, State/Province, Country, Latitude / Longitude, and Rate. The table contains three entries: London (GBP 201), Nottingham (GBP 150), and United Kingdom (GBP 90). A note '\*Month-specific rates in effect' is present in the top right of the table area.

| Location       | Address | City | State/Province | Country | Latitude / Longitude | Rate    |
|----------------|---------|------|----------------|---------|----------------------|---------|
| London         |         |      | London         | GB      | /                    | GBP 201 |
| Nottingham     |         |      | Nottingham     | GB      | /                    | GBP 150 |
| United Kingdom |         |      |                | GB      | /                    | GBP 90  |

2. In the **Travel Configuration** list, select the desired configuration. The page refreshes, showing the locations for the selected configuration.
3. Click **Add New Regional/City Hotel Rate** to create a new regional hotel rate. This page appears.

The screenshot shows the 'Add New Regional/City Hotel Rate' form. It includes a 'Travel Configuration' dropdown set to 'CommaSavvy'. Fields for 'Location Name', 'Address', 'City', 'State/Province', 'Country' (set to 'United States of America'), 'Latitude', and 'Longitude' are present. A 'Rate Type' dropdown is set to 'Geo-coded Address'. A blue 'Geocode' button is at the bottom right. A yellow callout box with a red border contains the text: 'This is the first part of this section. The remainder of this section is described on the following pages.'

4. Complete the following fields.

| Field                                 | Description/Action   |
|---------------------------------------|--|
| Location Name                         | Enter the location of the regional hotel rate.   |
| Rate Type                             | <p>Select one of the following:</p> <ul style="list-style-type: none"> <li>Geo-coded Address</li> </ul> <p><b>NOTE:</b> If this option is selected (enabled), manually added rates will be automatically geocoded by Concur. Geocoding occurs every 24 hours.</p> <ul style="list-style-type: none"> <li>Global</li> <li>Country</li> <li>State/Province/Region</li> </ul> |
| Address, City, State, Zip/Postal Code | <p>If you add a specific address, Travel will calculate the rate based on that address.</p> <p>If you add a city, state, and country, Travel will calculate the rate based on the geographic center of the city.</p>   |
| Geocode                               | <p>Click this button to map the location.</p> <p><b>NOTE: This is an important step</b>, as hotels in Travel are geocoded, this will determine which hotels fall into this city/region. If you clicked <i>Geo-coded Address</i> in the <b>Rate Type</b> list, Concur will automatically geocode.</p>   |

5. Scroll down to the next section.

|  |                      |                      |                                    |                      |                      |                      |
|--|----------------------|----------------------|------------------------------------|----------------------|----------------------|----------------------|
| Default Currency & Rate  |                      | Distance             | Unit                               |                      |                      |                      |
| <input type="text" value=" &lt; Default &gt;"/>  |                      | <input type="text"/> | <input type="text" value="miles"/> |                      |                      |                      |
| <p>You can override the default rate for this location for specific months by entering additional rates in the fields below.</p> |                      |                      |                                    |                      |                      |                      |
| Jan Rate   | Feb Rate             | Mar Rate             | Apr Rate                           | May Rate             | Jun Rate             | Jul Rate             |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/>               | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Aug Rate   | Sep Rate             | Oct Rate             | Nov Rate                           | Dec Rate             |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/>               | <input type="text"/> |                      |                      |

| Field                   | Description/Action  |
|-------------------------|---|
| Default Currency & Rate | <p>Select the currency that applies to the rate.</p> <p>When enforcing rules, Travel will convert that rate into the rate used on the hotel display using exchange rates, which are updated nightly.</p> <p>Enter the rate.</p> <p>The default rate should be the special, higher rate for this city.</p> |
| Distance                | <p>Enter the distance for this region.</p> <p>The distance is the distance from the geocoded point that should be considered within the radius for this location.</p>   |

| Field           | Description/Action  |
|-----------------|---|
| (monthly rates) | Enter any special rates based on month for this region.<br>The monthly rate overrides the default rate for the region based on the month. For example, if the rate for New York City is \$300, except during the month of December when it is \$350, enter \$350 in December. For hotel stays during the month of December, the threshold will be higher. |

6. Scroll down to the next section.

**Apply settings to:**

This travel configuration only  
 All travel configurations  
 This configuration and the following travel configurations

CommaSavvy AUT Property Per Diem  
 CommaSavvy AUT PBL  
 CommaSavvy AUT Location Per Diem

*\*Note, only travel configurations with similar locations are shown.*

| Field             | Description/Action   |
|-------------------|--|
| Apply settings to | This option appears with multiple configurations.<br>Click the appropriate option. |

7. Click **Save**.

## Step 2: Activate the Travel Rule

In this process, we will activate the "location rate" travel rule.

- Hotel chain is not preferred
- Hotel chain is one of [HotelVendorList]
- Hotel chain is not one of [HotelVendorList]
- Hotel Rate is [condition] the contract rate at this hotel [plusMinus] [money] [currencyOrPercent]
- Hotel Rate is [condition] the local currency contract rate at this hotel
- Hotel Rate is [condition] the location rate or [currency][money]
- Hotel Rate is [condition] the price-to-beat
- Hotel Rate is from the Reservation System
- Hotel Rate is not from the Reservation System

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**Default**

You may provide default values where you wish. These default values may be overridden wherever this rule templ

Hotel Rate is   the location rate or \$

As is best practice, first check to see if the rule has already been created and simply needs to be modified or activated. If not, then use Travel Rule Builder to create the rule.

► **To activate the rule:**

1. On the **Travel Policy Administration** page, click the **Travel Policy** tab.

2. To check to see if the rule already exists:
  - ◆ Click **Edit** to the right of Hotel.
  - ◆ Scroll through the resulting list to see if "location rate" rule is already in the list.
  - ◆ If the rule is already in the list, modify the rule to add the new location or activate the rule, applying the appropriate rule action.

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**NOTE:** For complete details, refer to the *Approvals, Rules, and Classes/Policies Travel Service Guide*.

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- ◆ If the rule is not in the list, follow the steps below.
3. To create the rule in Travel Rule Builder:
    - ◆ In the **Travel Administration** section of the left menu, click **Travel Rule Builder**.
    - ◆ In the **Select Rule Template Category** list, select *Hotel* and click **OK**.
    - ◆ Click **Add**.
    - ◆ Locate the rule:

- ◆ Add the desired parameters and save.

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**NOTE:** For complete details, refer to the *Approvals, Rules, and Classes/Policies Travel Service Guide*.

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## Modify and Delete Hotel Rates

### ***Edit a Regional Hotel Rate***

▶ ***To edit a rate:***

1. On the **Travel Policy Administration** page, click the **Regional Hotel Rates** tab.
2. Click the name (link) of the desired location in the **Location** column.
3. Make the desired changes, as described in *Add a Regional Hotel Rate*.
4. Click **Save**.

### ***Delete a Regional Hotel Rate***

▶ ***To delete a rate:***

1. On the **Travel Policy Administration** page, click the **Regional Hotel Rates** tab.
2. Click the delete  icon (right side of the page) for the desired location.

