



Travel Booking Tool: Lodging

If booking from Request, the booking tool populates with the information provided in Expected Expenses. If booking from Travel, the user enters the search parameters in the booking tool. The rates listed in the booking tool are based on the rates vendors provide the GDS minus any UA discounts.

Users can select additional discount classes for which they are eligible in their Profile Settings under Travel Preferences. If the “Government” discount is selected, the booking tool provides federal and state government rates available through the vendor. Unless users are eligible for federal or other state government rates/discouts, we recommend unselecting this preference before booking out of state travel.

| Travel Preferences | |
|--|--|
| Eligible for the following discount travel rates/fare classes | |
| <input type="checkbox"/> AAA/CAA | <input checked="" type="checkbox"/> Government |
| <input type="checkbox"/> Military | <input type="checkbox"/> Senior/AARP |

Users can book hotel rooms through the booking tool. Currently, non-hotel vendors such as Airbnb and VRBO are not supported by the Concur booking tool. The user must book non-hotel lodging directly with the vendor or through a third-party (e.g. Expedia). However, users can sync some of these vendor accounts with Concur through the App Center which provides access to e-receipts and itinerary information.

1. On the Hotel Per Diem Locations screen, verify the information is correct and select Next

Trip Summary

Select a Hotel

Nights: 5
Anchorage, AK, USA

Check-in: Fri, 10/20/2023
Check-out: Wed, 10/25/2023

Finalize Trip

Hotel Per Diem Locations

Search for Locations near:

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

State/Province ⓘ

Location

| Lodging Rate | Meals Rate | Incidentals Rate |
|--------------|------------|------------------|
| \$ 229 | \$ 116 | \$ 29 |

Please choose the per diem location for your hotel



Trip Summary

Select a Hotel

Nights: 5
Anchorage, AK, USA
Check-in: Fri, 10/20/2023
Check-out: Wed, 10/25/2023

Finalize Trip

Hotel Conference Rates cannot be booked online and require Agent Assistance. If a hotel conference or rate code is available, the vendor has already set aside rooms for your group. Booking your reservation in the booking tool can cause duplicate hotel reservations. Please insert your conference information in the notes to agent section at the end of the purchasing process or call CTM 1-833-500-4292.

Check-in Fri, Oct 20 - Check-out Wed, Oct 25 Show as USD - ▾

[Hide Map](#) [Print / Email](#) 2 Company Preferred Accommodation

4 **Lodging Per Diem limit for Anchorage -- : \$229.00**

Name Search Sorted By: Company Preference ▾ Displaying: 48 out of 48 results. [Previous](#) [1](#) [2](#) [Next](#) | [All](#)

1. Clarion Suites Downtown

1110 W 8th Ave, Anchorage, AK 99501 [Map it](#)

0.26 miles ★★★★★

\$161

5 View Rooms

Preferred Hotel for University of Alaska / E-Receipt Enabled [Hotel details](#)

Change Search ▾

"Room rates up to 150% of the federal rate (excluding taxes) is allowable. If you require a room that exceeds this amount a business justification is required."

Check-in Date: Check-out Date:

Search within miles from

Airport Address

Company Location Reference Point / Zip Code

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

Only show results containing:

Price

Display Settings ▾

2. Map – Narrow search results by location
3. Left Filter Fields
 - a. Open “Change Search” to adjust dates and location
 - b. Narrow search results by price, property brand, and amenities
4. The GSA nightly lodging rate assigned on screen one is listed at the top
5. “View Rooms” – View the full list of available rooms and their corresponding rates
6. Select the room rate to book (green check mark indicates within the allowable rate)



2. Historic Anchorage Hotel

330 E St, Anchorage, AK 99501 [Map it](#)

0.28 miles ★★★★☆

\$209

[Hide Rooms](#)

Preferred Hotel for University of Alaska [Hotel details](#)

Room Options

| | | |
|--|----------|---|
| <p>State Of Alaska - One King Or Queen Bed With Full Bath (Sabre)</p> <p>Rules and cancellation policy</p> | <p>✓</p> | <p>\$209</p> <p>Deposit required</p> |
| <p>State Of Alaska - Double Room With 2 -oversized Double Beds With Full Bath (Sabre)</p> <p>Rules and cancellation policy</p> | <p>✓</p> | <p>\$209</p> <p>Deposit required</p> |
| <p>Corporate Rate - One King Or Queen Bed With Full Bath (Sabre)</p> <p>Rules and cancellation policy</p> | <p>✓</p> | <p>\$213</p> |
| <p>Corporate Rate - Double Room With 2 -oversized Double Beds With Full Bath (Sabre)</p> <p>Rules and cancellation policy</p> | <p>✓</p> | <p>\$213</p> |

7. Scroll to the bottom of the page for the option to “Skip Hotel”

Displaying: 100 out of 100 results.

[Previous](#) [1](#) [2](#) [3](#) [4](#) [Next](#) | [All](#)

[Skip Hotel](#) [Cancel Trip](#)

9 October 2023



Regulatory Guidance

This section only covers some key regulations and policies regarding lodging. See the Travel Regulations on the [UA Travel](#) website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

Allowable Rate

Allowable cost for lodging is up to 1.5 times the GSA rate for the business location. Lodging costs more than this allowance require a business justification. Otherwise, any additional amount is considered a personal expense. (R05.02.060(11)(d))

Allowable cost for unreceipted non-standard lodging is 15% of the GSA rate for the business location rounded up to the nearest dollar. Non-standard lodging includes camping, university facilities, staying with friends or relatives, or other similar accommodations. Receipted non-standard lodging is reimbursable at actual cost. (R05.02.060(11)(e))

Note: Home rental vendors such as Airbnb and VRBO are considered commercial lodging, not non-standard lodging.

Tax Exemption

UA employees should receive tax-exempt status in Alaska when paying with a UA corporate card (e.g. travel card or ProCard). UA receives tax-exempt status because we are a political subdivision of the State. If needed, our tax-exempt documents are found under “Tax Exempt Documentation” on the [Travel Card Program](#) section of the [UA Travel](#) website.

It is best to communicate UA’s tax-exempt status to hotel staff at check in. If the receipt indicates taxes were charged, please contact the hotel to have it corrected. The department travel coordinator can help with this. Contact the campus Travel Administrator or the Systems Office if the hotel will not refund the taxes.

Note: It is difficult to enforce our tax-exempt status with home rental vendors such as Airbnb and VRBO. With these vendors, much of the responsibility of applying tax exemptions falls on the host and not the company.