

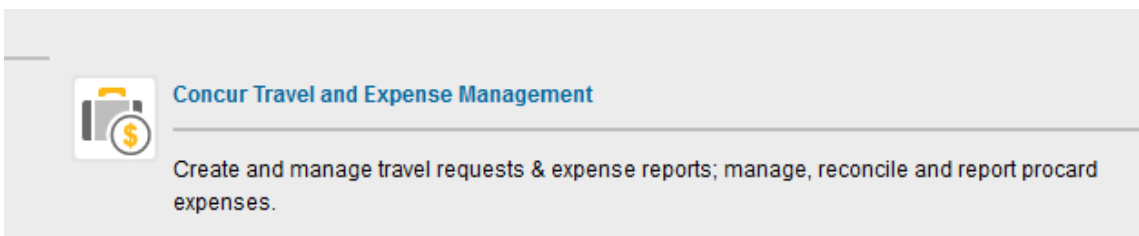
Booking travel with Concur:

Concur can be found in myUK, Employee Self Service Tab.

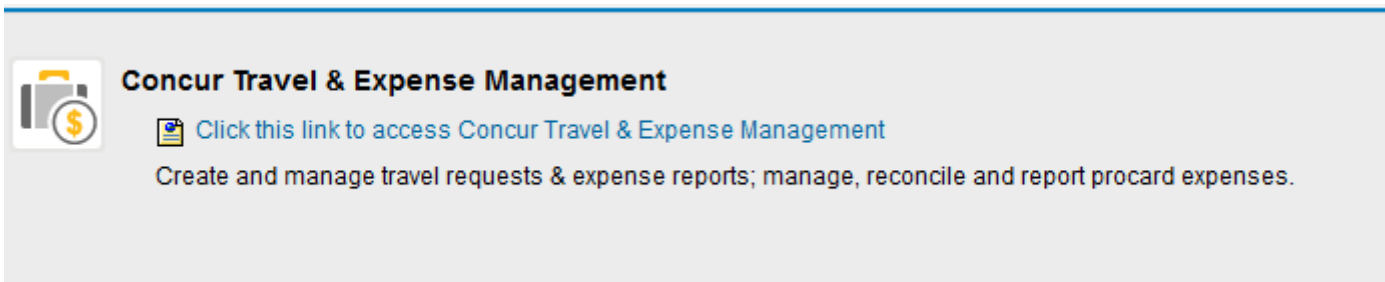
<https://myuk.uky.edu/irj/portal>



Then by clicking on Concur Travel and Expense Management.



Then Click this link to access Concur Travel & Expense Management



SAP Concur | Requests | **Travel** | Expense | Approvals | Reporting | App Center | Support | Help

Travel | Trip Library | Templates | Tools

Booking for myself | Book for a guest

✈️ 🚗 🚆 🚚

Please ensure your Concur profile's credit card is valid before beginning an airline reservation on Concur. If a card is declined during ticketing, the auto-process will stop and a AAA agent must then process the ticket, which will result in a \$28 or \$38 service fee and could result in a higher airfare if the purchase is delayed.

Regarding international tickets, Concur may not be the best tool to book complex international itineraries, and for those we recommend you call a full-service AAA travel agent for assistance (323-5354).

For the lowest international fares on Concur, search by using a time selection plus/minus 12 hours to create a 24-hour clock, as some international flights are overnight.

If flexible with flight times, search by using a time selection plus/minus 12 hours to display a full 24-hour window of options and potential low fares.

PLEASE NOTE: Search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From Find an airport | Select multiple airports

To Find an airport | Select multiple airports


[Show More](#)

Travel Alerts

As an employee of University of Kentucky, you are eligible for a free Tript Pro subscription. [Learn More and Activate](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

Company Notes | Upcoming Trips | Remove Trips




For the latest in travel information, visit www.aaacorporatetravel.com

Concur is your 24/7 air, hotel and rental car booking tool administered by lead travel agency, AAA Corporate Travel Service fees: \$6 for domestic/international airline ticket; no fee for hotel or car bookings. AAA Corporate Travel full-service agents are also available 24/7 to handle arrangements if you don't wish to use Concur. Agent fees: \$28 domestic/\$38 international tickets; no fee for hotel or car reservation. Call 800-354-4514 or 859-323-5354.

Attention Travel Arrangers: When making travel arrangements for others, please ensure that the name of the traveler appears in the upper right-hand corner following "You are administrating travel for". If you do not select the name of the traveler or "Guest" from the drop-down list in this field, you will be making travel arrangements for yourself.

UK encourages all travelers to make their official business travel arrangements through UK Travel. However, if you choose to purchase a ticket outside of UK Travel through an "alternate vendor," be sure to follow the policy for running a valid cost comparison for this ticket on Concur (or through a AAA or Avant full-service for complex international travel). For this policy and additional information about using alternate vendors, please see BPM E-5-1, or the UK Travel Services website Alternate Vendors.


Allegiant Air does not display on Concur (or on any other booking tool); however, a AAA full-service travel agent will be glad to quote or book this airline for you.



SUPPORT

Technical
8a-6p Eastern - AAA
Online Support Desk
877-463-0543


Agent—24x7
Domestic Travel
513-762-3200 / 800-354-4514
International Travel
888-214-4340



DOCUMENTS

Company Travel Policy

[Training Documents](#)
Updating Travel Profile
Booking Air
Booking Hotel
Booking Car



LINKS

[UK Travel Services Website](#)
[AAA Corporate Travel Website](#)
[AAA Newsletter](#)
[Print My Invoice](#)

1. Make sure you have set your profile settings. See [Concur Getting Started – Review and Complete User Profile Settings](#) for details.

Booking Flight:

1. Enter Search Criteria such as type of trip, departure city and date, and return city and date.



Please ensure your Concur profile's credit card is valid before beginning an airline reservation on Concur. If a card is declined during ticketing, the auto-process will stop and a AAA agent must then process the ticket, which will result in a \$28 or \$38 service fee and could result in a higher airfare if the purchase is delayed.

Regarding international tickets, Concur may not be the best tool to book complex international itineraries, and for those we recommend you call a full-service AAA travel agent for assistance (323-5354).

For the lowest international fares on Concur, search by using a time selection plus/minus 12 hours to create a 24-hour clock, as some international flights are overnight. If flexible with flight times, search by using a time selection plus/minus 12 hours to display a full 24-hour window of options and potential low fares.

PLEASE NOTE: Search results are based on your selected criteria and other factors including company policies. Fare, schedule or availability information may not be complete or in neutral order.

Mixed Flight/Train Search

Round Trip One Way Multi City

From
[Find an airport](#) | [Select multiple airports](#)

To
[Find an airport](#) | [Select multiple airports](#)

Depart

Return

Pick-up/Drop-off car at airport

Find a Hotel

Adults Search by

2. Can also specify if you need a car or a hotel for your trip by checking the appropriate boxes if you wish to book all together.

Pick-up/Drop-off car at airport

Find a Hotel

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:

3. Enter details and click Search.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From
Find an airport | Select multiple airports

To
Find an airport | Select multiple airports

Depart depart

Return depart

Pick-up/Drop-off car at airport

Find a Hotel

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:

Adults Search by

4. Search will bring up Trip Summary.

Travel Trip Library Templates Tools

TRIP SUMMARY

LEXINGTON, KY TO CHICAGO, IL
SAT, SEP 23 - WED, SEP 27

Show as USD - ▾

Hide matrix Print / Email

All	United	Delta	American Airlines	Multiple
458 results				
Nonstop 6 results	225.31 4 results	—	359.80 2 results	—
1 stop 371 results	—	252.23 140 results	367.60 181 results	496.30 50 results
2 stops 81 results	—	536.34 54 results	376.90 27 results	—

Shop by Fares Shop by Schedule

Unused ticket credits will be displayed on your flight search results. Please try to use them as quickly as possible, as travel must be completed by the expiration date shown. Request AAA to use a credit in the "Comments to Agent" box at the end of this booking. If you have any questions or need assistance, please call AAA Concur Help Desk at 877-463-0543.

Delta, American and United are all offering no-frills Basic Economy Fares but UK has chosen not to display them on Concur due to very restrictive rules: (1) Seats are assigned at check-in, not when the ticket is purchased. (2) Changes cannot be made, even with a fee - the ticket is a total loss if cancelled (use-it-or-lose-it). (3) Carry-on bags are not permitted - only a small personal item that fits under the seat in front of you is allowed (carry-ons must be checked for the \$25 baggage fee). (4) Travelers board the plane last. (5) Frequent flyers cannot upgrade from these fares. Due to these restrictions, you will not be able to book Basic Economy fares.

Change Search ▾

Depart - Sat, Sep 23

Depart 06:00 A - 04:59 P

Arrive 07:42 A - 11:55 P

Return - Wed, Sep 27

Depart 05:00 A - 05:00 P

















Flight Number Search 🔍 Sorted By: Price - Low to High ▾

Displaying: 458 out of 458 results. Previous | Page: 1 of 46 | Next | All

United ¹	ECONOMY	ECONOMY FULLY R...
07:06 AM LEX → 07:42 AM ORD Nonstop 1h 36m	\$225.31 Select	\$281.72 Select
10:35 AM ORD → 01:00 PM LEX Nonstop 1h 25m		

¹ UA 3589 / UA 3469 operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS

5. Select your flight.

<p>United¹</p> <p> 07:06 AM LEX → 07:42 AM ORD Nonstop 1h 36m</p> <p> 10:35 AM ORD → 01:00 PM LEX Nonstop 1h 25m</p> <p>¹ UA 3589 / UA 3469 operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS</p> <p>More fares/details ▾</p>	<p>ECONOMY</p> <p>\$225.31</p> <p>Select</p>	<p>ECONOMY FULLY R...</p> <p>\$281.72</p> <p> Select</p>
<p>United¹</p> <p> 01:41 PM LEX → 02:18 PM ORD Nonstop 1h 37m</p> <p> 10:35 AM ORD → 01:00 PM LEX Nonstop 1h 25m</p> <p>¹ UA 3424 / UA 3469 operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS</p> <p>More fares/details ▾</p>	<p>ECONOMY</p> <p>\$225.31</p> <p>Select</p>	<p>ECONOMY FULLY R...</p> <p>\$281.72</p> <p> Select</p>
<p>Delta¹</p> <p> 06:25 AM LEX → 08:44 AM MDW  1 DTW 3h 19m</p> <p> 05:45 AM ORD → 11:37 AM LEX 1 ATL 4h 52m</p> <p>¹ DL 4990 operated by ENDEAVOR AIR DBA DELTA CONNECTION, DL 3883 operated by SKYWEST DBA DELTA CONNECTION</p> <p>More fares/details ▾</p>	<p>Main Cabin</p> <p>\$252.23</p> <p>Select</p>	<p>Refundable Main Cabin</p> <p>\$311.03</p> <p>Select</p>
<p>Delta¹</p> <p> 06:25 AM LEX → 08:44 AM MDW  1 DTW 3h 19m</p> <p> 06:00 AM MDW → 11:37 AM LEX 1 ATL 4h 37m</p> <p>¹ DL 4990 operated by ENDEAVOR AIR DBA DELTA CONNECTION, DL 3883 operated by SKYWEST DBA DELTA CONNECTION</p> <p>More fares/details ▾</p>	<p>Main Cabin</p> <p>\$252.23</p> <p>Select</p>	<p>Refundable Main Cabin</p> <p>\$311.03</p> <p>Select</p>
<p>Delta</p> <p> 10:35 AM LEX → 04:35 PM ORD 1 ATL 7h 00m</p> <p> 05:45 AM ORD → 11:37 AM LEX 1 ATL 4h 52m</p>	<p>Main Cabin</p> <p>\$252.23</p> <p> Select</p>	<p>Refundable Main Cabin</p> <p>\$311.03</p> <p> Select</p>

6. Review and reserve flight:

TRIP SUMMARY

Flights Selected

Round Trip
LEX - CHI
Depart: Sat, 09/23/2023
Return: Wed, 09/27/2023

Select a Car [Remove](#)

Pick-up: Sat, 09/23/2023
Drop-off: Wed, 09/27/2023

Select a Hotel [Remove](#)

Nights: 4
hyatt regency mcCormick place chicago, IL
Check-in: Sat, 09/23/2023
Check-out: Wed, 09/27/2023

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Sat, Sep 23 – Lexington, KY to Chicago, IL [Hide details](#)

Sat, Sep 23 07:06a LEX → 07:42a ORD 1h 36m United 3589
Embraer 170
Operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS

RETURN ✕ Wed, Sep 27 – Chicago, IL to Lexington, KY [Hide details](#)

Wed, Sep 27 10:35a ORD → 01:00p LEX 1h 25m United 3469
Embraer 170
Operated by REPUBLIC AIRWAYS DBA UNITED EXPRESS

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. 🗣️

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

Name: Amanda M Henderson **Phone:** 859-323-7278 **Email:** amanda.henderson3@uky.edu

Frequent Flyer Programs [Add a Program](#)

For United
No Program selected

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
UA 3589 Economy (L)	Select a seat
UA 3469 Economy (K)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$181.87	\$43.44	\$225.31
Total Estimated Cost: \$225.31			
Total Due Now: \$225.31			

SELECT A METHOD OF PAYMENT

For airline tickets, select the credit card to which your airfare and \$6 service fee will be charged.

For hotel reservations, select the credit card to be used for hotel guarantee and/or payment of the hotel deposit (if applicable).

7. Select your seat.

- University reimburses coach class airfare. Expenses need to be reasonable.
- We allow seat upgrades as long as you are in main cabin, with supervisor approver. With supervisor approver, business class airfare will be reimbursed for eight hours or more of uninterrupted flight service.

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on

Flight	Seat
UA 3589 Economy (L)	Select a seat
UA 3469 Economy (K)	Select a seat

Select Seat Close

United #3589, Embraer 170, Lexington Blue Grass Airport (LEX) - Chicago O'Hare Intl Airport (ORD)
 Seat assignment is subject to change up until time of departure

Available
 Occupied or Unavailable
 Selected
 Exit row
 No seating

Preferential ?
 Preferential

Paid preferential ?
 Paid preferential

8. Choose Method of Payment.
9. Reserve Flight and Continue.
10. If car or hotel were selected, then proceed with booking. If not, then finalize the trip.

SELECT A METHOD OF PAYMENT

For airline tickets, select the credit card to which your airfare and \$6 service fee will be charged.

For hotel reservations, select the credit card to be used for hotel guarantee and/or payment of the hotel deposit (if applicable).

For car rentals, present your credit card at time of car pick up. Your card will be charged when the car is returned.

How would you like to pay?

Please choose a credit card.

* Indicates credit card is a company card

⚠ This is a Non-Refundable Ticket

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

Book car:

1. Click on the car icon.

Booking for myself | Book for a guest



IMPORTANT CAR INSURANCE INFORMATION

For UK official business car rentals of 30 days or less, liability and physical damage coverage is included under UK's insurance policy. Additional insurance purchased for domestic rentals is not reimbursable. However, for international rentals, purchasing the CDW for physical damage to the vehicle is allowed and reimbursable. UK's Risk Management Dept. must be notified if a traveler intends to rent a car long-term (31 days or more).

CAR RENTAL INFO - UK's current contract discounts for Enterprise & National rental cars as loaded on Concur are applicable only to official University business travel. Insurance is included in our discounts for UK business rentals only. Personal travel can be booked online at either www.enterprise.com or www.nationalcar.com and enter discount code NA58UKP.

PAYMENT FOR RENTAL CARS - Rental cars must be paid for with a credit card, and rental cars are not prepaid - the renter must have a credit card in his or her name to present to the rental car company when the car is picked up. UK has chosen not to set up direct billing with our car vendors, and rental car companies do not allow credit card authorizations - meaning that they will not accept a UK procurement card in one name, to pay for the rental in another's name. **If you are a travel arranger, please ensure your car renters are aware of this information.**

Car Search

Pick-up date

12:00 pm ▾

Drop-off date

12:00 pm ▾

Pick-up car at

Airport Terminal Off-Airport

Please enter an airport.

Return car to another location

▶ More Search Options

Search

2. Enter the Search criteria.

information.

Car Search

Pick-up date

Drop-off date

Pick-up car at

Airport Terminal Off-Airport

Please enter an airport.

Return car to another location

[▶ More Search Options](#)

Search

3. Click Search, it will bring up the trip summary.

TRIP SUMMARY

Select a Car

Pick-up: Sat, 09/23/2023
Drop-off: Wed, 09/27/2023

Finalize Trip

[Change Car Search](#)

Car Display Filters

Unlimited miles
 Air conditioning
 Hybrid

Car Transmission

Automatic
 Manual

IMPORTANT CAR INSURANCE INFORMATION

For UK official business car rentals of 30 days or less, liability and physical damage coverage is included under UK's insurance policy. Additional insurance purchased for domestic rentals is not reimbursable. However, for international rentals, purchasing the CDW for physical damage to the vehicle is allowed and reimbursable. UK's Risk Management Dept. must be notified if a traveler intends to rent a car long-term (31 days or more).

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PICK UP: (ORD) ON SAT, SEP 23 12:00 PM Show as USD - v
RETURN: WED, SEP 27 12:00 PM

[Hide matrix](#) [Print / Email](#)













All 101 results	Economy	Compact	Intermediate	Standard	Full-size	Premium	Mini	Luxury
	212.16	230.97	252.49	252.49	268.62	--	386.93	--
	--	272.48	276.21	284.63	284.63	--	--	--
	--	284.43	292.88	309.66	309.66	--	--	--
	313.58	313.58	324.34	335.10	345.85	361.98	433.19	458.78
	318.05	318.05	328.43	344.78	344.78	--	507.77	--
	318.05	318.05	328.43	344.78	344.78	--	447.92	716.80
	336.11	346.34	356.55	376.99	376.99	491.05	407.64	683.52
	--	356.61	367.37	383.50	388.87	652.38	426.51	716.91
	--	368.12	373.49	388.71	388.71	--	--	--
	--	368.16	373.53	388.76	388.76	--	--	--
	--	372.68	378.06	388.81	388.81	--	--	--
	--	--	406.03	473.94	376.62	--	--	--

Sorted By: [Policy - Most Compliant](#)

4. Click on the blue button that contains the price.

Displaying: 101 out of 101 results.

Previous | Page: 1 of 11 | Next | All

 	Economy Car - \$33.50 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ (Corporate rate)	Total cost ⓘ \$212.16
E-Receipt Enabled ⓘ		Location details
 	Compact Car - \$37.00 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 2, Children: 2, Large bags: 1, Small bags: 2 ⓘ (Corporate rate)	Total cost ⓘ \$230.97
E-Receipt Enabled ⓘ		Location details
 	Intermediate Car - \$41.00 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 4, Large bags: 1, Small bags: 2 ⓘ (Corporate rate)	Total cost ⓘ \$252.49
E-Receipt Enabled ⓘ		Location details
 	Standard Car - \$41.00 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 4, Large bags: 1, Small bags: 2 ⓘ (Corporate rate)	Total cost ⓘ \$252.49
E-Receipt Enabled ⓘ		Location details
 	Full-size Car - \$44.00 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 5, Large bags: 2, Small bags: 1 ⓘ (Corporate rate)	Total cost ⓘ \$268.62
E-Receipt Enabled ⓘ		Location details
 	Economy Car - \$49.00 per day (Sabre) Automatic transmission Unlimited miles, Pick-up: Terminal: ORD Adults: 2, Children: 2, Large bags: 1, Small bags: 1 ⓘ (Corporate rate)	Total cost ⓘ \$313.58
E-Receipt Enabled ⓘ		Location details

5. Reserve Car and Continue to Finalize Trip.

- Keep in mind that you have to use a credit card in your name to reserve a rental car. If you do not have a procurement card in your name, then you will have to use a personal card and be reimbursed after the trip.

TRIP SUMMARY

- Car Selected**
Pick-up: Sat, 09/23/2023
Drop-off: Wed, 09/27/2023
- Finalize Trip**

Review and Reserve Car

REVIEW RENTAL CAR

Hertz Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
Features	ORD: Chicago	ORD: Chicago
	12:00 pm Sat, 09/23/2023	12:00 pm Wed, 09/27/2023

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)
Ex: Need early pick-up (10am) Include in-car GPS system

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

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

Name: Amanda M Henderson Phone: 859-323-7278 Email:

Rental Car Agency Program [Add a Program](#)

REVIEW PRICE SUMMARY

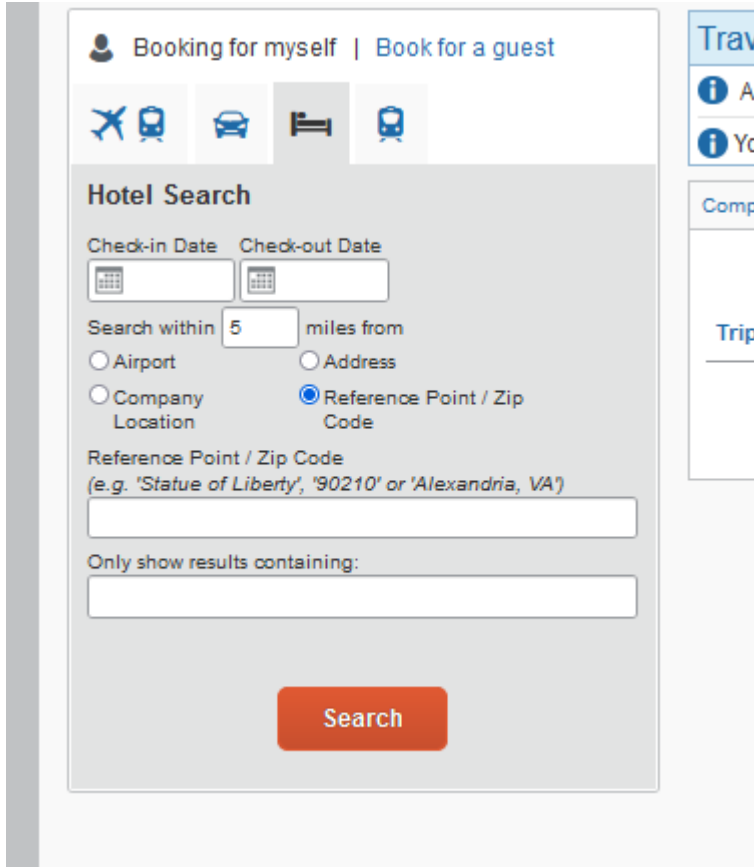
Description	Daily Rate	Dates	Total
Hertz Car Rental	\$33.50	Sep 23 - Sep 27	\$212.16*
Total Estimated Cost: \$212.16			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back](#) [Reserve Car and Continue](#)

Book hotel:

1. Click on the bed icon.



The screenshot shows a travel booking interface. At the top, there are two options: "Booking for myself" (selected) and "Book for a guest". Below this are five icons representing different travel services: a plane and train, a car, a bed (selected), and a train. The "Hotel Search" section is highlighted in grey and contains the following fields and options:

- Check-in Date: [Calendar icon]
- Check-out Date: [Calendar icon]
- Search within miles from
- Radio buttons for search criteria:
 - Airport
 - Address
 - Company Location
 - Reference Point / Zip Code
- Reference Point / Zip Code: (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA') [Text input field]
- Only show results containing: [Text input field]
- Search button: [Red button with white text]

On the right side of the interface, there are several navigation links: "Travel", "As", "Yo", "Compi", and "Trip".

2. Enter in Search criteria.

Booking for myself | [Book for a guest](#)

Hotel Search

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:

Search

3. Click Search to bring up Trip Summary.

Travel Trip Library Templates Tools
CHECK-IN SAT, SEP 23 - CHECK-OUT WED, SEP 27
Show as USD ▾

TRIP SUMMARY

Select a Hotel

Nights: 4
2233 S Martin Luther King Dr, Chicago, IL 60616, USA

Check-in: Sat, 09/23/2023
Check-out: Wed, 09/27/2023

Finalize Trip

[Change Search](#)

Price

Display Settings

Hide Sold Out

Property Brand

Chain Superchain

AC Hotels (1)
 Aloft Hotels (1)
 Arlo Hotels (1)
 Ascend (1)
 Autograph (4)
 Best Western (1)

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

Amenities

Breakfast (38)
 Broadband Internet (97)
 Business center (85)
 Convention center (0)
 Dry cleaning (81)

Hide Map Print / Email Company Preferred Accommodation

Name Search Sorted By: Preference

Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

- 1. Sonder At South Wabash**

1419 S Wabash Ave, Chicago, IL 60605 [Map it](#)

📍 0.87 miles ★★★★★

\$140

[View Rooms](#)

Hotel details
- 2. SpringHill Suites Chicago Chinatown**

2357 S Wentworth Ave, Chicago, IL 60616 [Map it](#)

📍 0.73 miles ★★★★☆

\$192








[View Rooms](#)

Hotel details
- 3. Jaslin Hotel**


261 W Cermak Rd, Chicago, IL 60616 [Map it](#)

\$199

[View Rooms](#)

	4. Best Western Grant Park Hotel 1100 S Michigan Ave, Chicago, IL 60605-2301 Map it 📍 1.22 miles ⭐⭐⭐⭐	\$208 View Rooms
Hotel details		
	5. Hampton Inn Chicago McCormick Place 123 East Cermak Road, Chicago, IL 60616 Map it 📍 0.3 miles ⭐⭐⭐⭐	\$220 View Rooms
Hotel details		
	6. Hilton Garden Inn McCormick Place 123 East Cermak Suite 300, Chicago, IL 60616 Map it 📍 0.29 miles ⭐⭐⭐⭐	\$222 View Rooms
Hotel details		
	7. Hilton Garden Inn Chicago Downtown South 55 E 11th St, Chicago, IL 60605 Map it 📍 1.24 miles ⭐⭐⭐⭐	\$239 View Rooms
Hotel details		
	8. Home2 Suites Chicago McCormick Place 123 East Cermak Suite 200, Chicago, IL 60616 Map it 📍 0.28 miles ⭐⭐⭐⭐	\$275 View Rooms
Hotel details		
	9. Homewood Suites Chicago Downtown S Loop 59 E 11th St, Chicago, IL 60605 Map it 📍 1.23 miles ⭐⭐⭐⭐	\$285 View Rooms
Hotel details		
	10. Hyatt Regency McCormick Place-Chicago 2233 South Martin Luther King Dr, Chicago, IL 60616 Map it 📍 0.03 miles ⭐⭐⭐⭐	\$309 View Rooms
Hotel details		

4. Click on view rooms to expand room availability.

Hotel details		
	10. Hyatt Regency McCormick Place-Chicago 2233 South Martin Luther King Dr, Chicago, IL 60616 Map it 📍 0.03 miles ⭐⭐⭐⭐	\$309 Hide Rooms
Hotel details		
Room Options		
Standard Rate 1 Queen 1 Double - Standard Room: 380 Sq Ft: Traditional Queen (Sabre) Rules and cancellation policy	✓	\$309
Bcd Travel 1qn 1db Ada Shwr - Ada 1 Dbl And 1 Queen Bed:380 Sq Ft: (Sabre) Rules and cancellation policy	✓	\$309
Bcd Travel 1 King Bed - Standard Room: Limited View Of City (Sabre) Rules and cancellation policy	✓	\$309
Bcd Travel 1qn 1dbl Ada Tub - Ada Ddbl Tub:various Views: (Sabre) Rules and cancellation policy	✓	\$309
Bcd Travel 1 Queen 1 Double - Standard Room: 380 Sq Ft: Traditional Queen (Sabre) Rules and cancellation policy	✓	\$309
Standard Rate 1qn 1dbl Ada Tub - Ada Ddbl Tub:various Views: (Sabre) Rules and cancellation policy	✓	\$309
11. Marriott Marquis Chicago		

5. Click on blue box with price.

- University requires travel expenses to be necessary and reasonable. We do not expect you to get the cheapest hotel, however, do not go out and book a suite.

Travel Trip Library Templates Tools

TRIP SUMMARY

Hotel Selected

Nights: 4
2233 S Martin Luther King Dr, Chicago, IL 60616, USA

Check-in: Sat, 09/23/2023
Check-out: Wed, 09/27/2023

Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

Hyatt Regency McCormick Place-Chicago
Bcd Travel 1 King Bed - Standard Room: Limited View Of City
4 Nights | 1 Guest*

Check-in	Check-out	Address	Phone
Saturday, September 23, 2023	Wednesday, September 27, 2023	2233 South Martin Luther King Dr Chicago, Illinois 60616 United States	312-567-1234

* 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)

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: Amanda M Henderson **Phone:** 859-323-7278 **Email:** amanda.henderson3@uky.edu

Hotel Program [Add a Program](#)

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Hyatt Regency McCormick Place-Chicago	\$309.00	Sep 23 - Sep 27	\$1,236.00
Total Estimated Cost: \$1,236.00*			Total Due Now: \$0.00**

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

For airline tickets, select the credit card to which your airfare and \$6 service fee will be charged.

6. Select Method of Payment, accept rate details and cancellation policy.

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

For airline tickets, select the credit card to which your airfare and \$6 service fee will be charged.

For hotel reservations, select the credit card to be used for hotel guarantee and/or payment of the hotel deposit (if applicable).

For car rentals, present your credit card at time of car pick up. Your card will be charged when the car is returned.

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

[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.

Hyatt Regency McCormick Place-Chicago ~~HYATT~~

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 309.00
TOTAL RATE: 1450.94 USD

48 HOURS PRIOR OR 4 NIGHT FEE CREDIT CARD REQ.

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

[Back](#) [Reserve Hotel and Continue](#)

7. Then Click Reserve Hotel and Continue to Finalize Trip.