



LEARNER TRAVEL RESOURCES

Booking a Hotel with Concur Travel

BEFORE YOU BOOK

Go to concur.com

Login using your @Nightingale.edu email address.

Set up your travel profile. Make sure all of the information you enter is accurate. From here, you can review your phone numbers, travel preferences, memberships, frequent flyer programs and TSA pre-check.

BOOKING A HOTEL

*Contract rates and preferred hotels of Nightingale College will be displayed first (if applicable)

By preference adjust how hotels are sorted, by price, rating, distance or custom

Select VIEW ROOMS to see available options and rates. You can select the POLICY icon for further information on your travel policy. Your travel Policy may not allow for NON-REFUNDABLE (highly restrictive) rates to be booked online

If you notice a message about a rate change, be sure to go to the next page to review the detailed pricing summary

REVIEW your flight/hotel trip details before selecting Confirm Booking/Purchase Ticket. After completing the process the page will show you your confirmation numbers

You can return back to your travel center, to view trips booked under the Upcoming Trips tab