

CLARITY

The Business Travel Experts



The background features several thick, bright yellow curved lines that sweep across the page, creating a sense of motion and energy. These lines are arranged in a series of concentric, overlapping arcs that curve from the top-left towards the bottom-right.

Go2Book

Guide to booking a Hotel

Hotel Search



Go2Book

Flights Rail Hotels Taxi Parking Baskets manager Your basket is empty

Search for hotels

1 Room for 1 Occupant per room in United Kingdom

Location: Enter location (office, city, airport or railway station or postcode)

Check In: Thu 25th Jul

Check Out: Fri 26th Jul

Within 5 Miles Show preferred hotels only

Today Tomorrow Next Day

More options

Add to favourites Search for hotels

Hotel Name: Enter Hotel Name

Hotel Chain: Select Hotel Chain

Less options

Add to favourites Search for hotels

When searching for a hotel the main location field features office locations, city search, railway stations, airports and postcode look up.

When typing a location, type the city code or the complete name of the location. For example: AMS or Amsterdam.

More options gives the ability to search via hotel name or chain.



Hotel Search – list view

1 room for 1 Occupant per room in United Kingdom

Location London, Greater London, England	Check in Mon 05 Aug	Check out Tue 06 Aug	Duration 1 nights	Change	
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Start new search

Filters [Reset All](#)

- Price +
- Distance +
- Facilities +
- Hotel Chain +
- Preferred +
- Hotel Name +

Showing 1 to 10 of 100 hotels in London, Greater London, England

Sort by: [Click to choose](#)

	Citadines London Trafalgar Square ♥ 18 21 Northumberland Avenue, London, WC2N 5EA 0.1 miles from location ⌘	Total cost from £242 Avg £242 per room per night View info & rates
	Club Quarters Trafalgar Square ♥ Northumberland House, 8 Northumberland Avenue, London, WC2N 5BY 0.1 miles from location ⌘	Total cost from £226.80 Avg £226.80 per room per night View info & rates
	Amba Hotel Charing Cross ♥ The Strand, London, WC2N 5HX 0.1 miles from location	Total cost from £221 Avg £221 per room per night

Results are paginated for improved speed, and can be sorted by cheapest, most expensive, closest to location and by preferred rates.

You can filter the results by price, distance to location, facilities, chain, preferred and name.

Hotel search - new features & enhancements



Hotels – Assurance Accreditation Icon

Clarity reassurance that the hotels labelled with this icon have given assurance of additional precautions taken for travellers' welfare

Clarity Accredited for Cleanliness

This hotel has put in the following additional measures to ensure the safety of their guests:

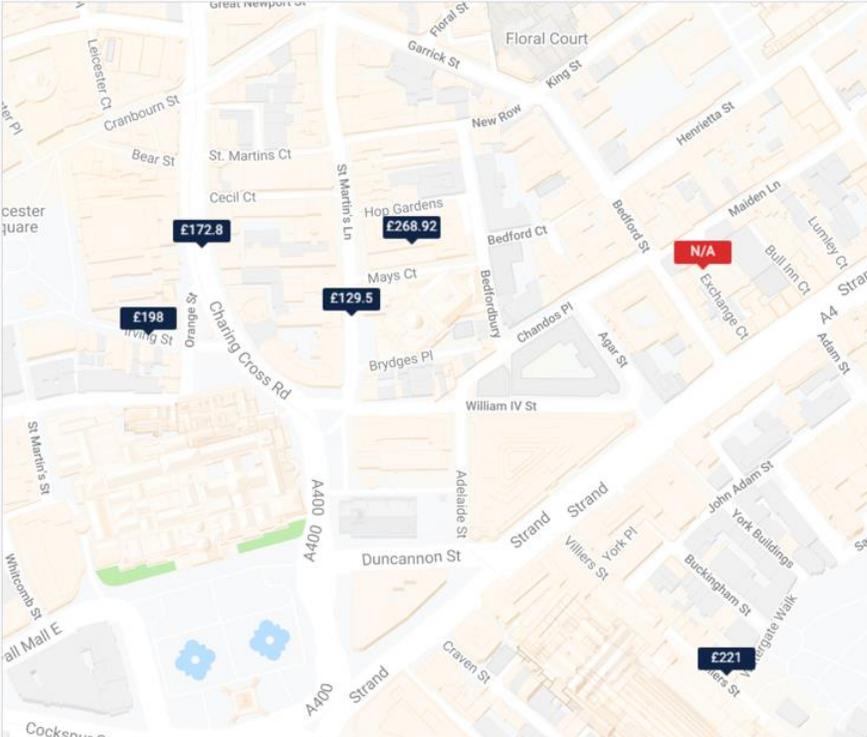
- Enhanced cleaning procedures
- COVID-19 staff training in place
- PPE installed where appropriate
- A take away breakfast offering available

SAFER TOGETHER

Hotel Search – map view



Filters ▾ Showing 1 to 10 of 100 Sort by:



Citadines London Trafalgar Square 18 21 Northumberland Avenue , London , , WC2N 5EA	Total cost from £242
Club Quarters Trafalgar Square Northumberland House , 8 Northumberland Avenue , London , , WC2N 5BY	Total cost from £226.8
Amba Hotel Charing Cross The Strand, London, WC2N 5HX	Total cost from £221
Grand Trafalgar Square Northumberland Avenue Entry B, London, WC2N 5BY	Total cost from £204.12
hub by Premier Inn Covent Garden 110 St Martins Lane, Covent Garden, London, WC2N 4BA	Total cost from £129.5
St Martins Lane Hotel - Covent Garden 45 St Martins Lane , London, WC2N 4HX	Total cost from £268.92
Exchange Court Apartments	No rates available

Map view shows the locations for the page (1-10) laid out on a Google map.

Need a hotel close to a venue? This handy visualisation means you not only get the best rate, but also the best location.

Hotel Search – rates



Go2Book 👤 🕒 🔔 Help

[✈ Flights](#) [🚆 Rail](#) [🏨 Hotels](#) [🚗 Parking](#) [⚙ Baskets manager](#) [🛒 Your basket is empty](#)

[← Back to results](#)

Club Quarters Trafalgar Square

Northumberland House, 8 Northumberland Avenue, London, WC2N 5BY
T: 442078399333 F: 02074515900 📞
0.1 miles from location 🚗 7.8 miles 🚆 0.1 miles 🚗 0.1 miles

Total cost from **£226.8**
Avg £226.80 per room per night

[View rates](#)



Map data ©2019 Google [Terms of Use](#) [Report a map error](#)

[Hotel facilities](#) [Room facilities](#) [Disabled facilities](#)

When you select a hotel, you will be taken to its rates page. Here you can view images of the hotel, a map view of the location and address and contact details.

Hotel Search – rates and facilities



Hotel facilities	Room facilities	Disabled facilities
<ul style="list-style-type: none">Air ConditioningBusiness CentreExpress Check-inExpress Check-outLaundry ServiceRestaurantRoom ServiceSafe Deposit	<ul style="list-style-type: none">Air ConditioningDesk ChairDirect DialIroningModem PointPets AllowedRadioSafeTea / CoffeeTVWriting Surface	<ul style="list-style-type: none">Wheelchair Access

Standard Room Accessible
<p>CHEAPEST</p> <p>STANDARD ROOM ACCESSIBLE</p> <p>Avg £226.80 per room per night £226.80 Book</p>

Standard Room	Club Room
<p>CHEAPEST</p> <p>STANDARD ROOM</p> <p>BEST AVAILABLE RATE STANDARD ROOM - QUE</p>	<p>CHEAPEST</p> <p>CLUB ROOM</p> <p>Avg £181.44 per room per night £181.44 Book</p> <p>Rate Information Expedia affiliate network pre-pay rate - club room, contains 1 queen bed, nonsmoking room. Free wifi total amount includes tax and service fee of 30.24 GBP. Includes tax recovery charges and service fees. private sale: save 10%. Only 17 rooms left. know before you go the property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation. Fees the following fees and deposits are charged by the property at time of service, check-in, or check-out. Self parking fee: GBP 38.00 per night the above list may not be comprehensive. Fees and deposits may not include tax and are subject to change. the supplier of the hotel is travelscape llc. Ean booking terms and conditions.</p> <p>Cancellation Policy We understand that sometimes your travel plans change. We do not charge a change or cancel fee. However, this property (club quarters hotel, trafalgar square) imposes the following penalty to its customers that we are required to pass on: cancellations or changes made after 11:59 pm ((gmt+01:00)) on aug 10, 2019 are subject to a 1 night room & tax penalty. If you fail to check-in for this reservation, or if you cancel or change this reservation after check-in, you may incur penalty charges at the discretion of the property of up to 100% of the booking value.</p> <p>General Policies The supplier of the hotel is travelscape llc. Ean booking terms and conditions</p> <p>Rate Code 201506967</p> <p>Rate Provider Expedia Affiliate Network</p> <p>Deposit Policy Deposit required</p> <p>Deposit Amount 181.44 GBP</p>

As you scroll down the page you will see a breakdown of the facilities offered by the hotel and those that will be in the room.

You then get a list of all available rates at the hotel. For more information about the rate and cancellation policy, simply click on the arrow to expand.

Hotel Search – reason codes



The screenshot shows a hotel booking interface with a modal dialog box. The background is dimmed, showing room options like 'Standard Room Accessible', 'Standard Room', and 'Superior Room Kitchenette'. The modal dialog has a title 'Requires a Booking Reason.' and a close button. The text inside the modal reads: 'Reason Required: Your company's policy for this location requires a reason when booking over £160 (London_Central-N)'. Below this, it says 'Pick a booking reason from the list below: Or click the cross in the top right to cancel.' A dropdown menu is open, showing several options: 'International Booking within Policy' (highlighted in teal), 'Dinner Bed and Breakfast Rate', 'Hotels in Policy Unsuitable Standard/Restrictions', 'Disability/Medical Condition', and 'Cancellation Restrictions'. The background interface shows room cards with prices like '£226.80' and '£250.80' and 'Book' buttons.

If the rate you select is out of policy, you will be asked to provide a reason from the drop down.



Hotel Search – passenger details

1 Passenger details 2 Booking details

Passenger details

Passengers for hotel bookings:

Passenger 1 (Adult)

[Add my details](#)

[Add company user](#)

[Next](#)

Your basket [Edit basket](#)

Mon 19 Aug to Tue 20 Aug
Club Quarters £238.80
Trafalgar Square

£238.80

Before proceeding you need to add the passenger details.

Here you can add your details (taken from your profile) or add another company user. You can search via email, surname or employee number.

Hotel Search – booking details



1 Passenger details

2 Booking details

Hotels Options for Mr Demo User:

Employee Number:

Business Purpose:

Special Requirements:

Payment Includes:

Company Name:

Your basket [Edit basket](#)

Mon 12 Aug to Tue 13 Aug	
Club Quarters	£214.80
Trafalgar Square	
	£214.80

Complete the booking details including any special requirements.

Hotel Search – get approval



Stop Booking

Your basket

Check in	Mon 19 Aug	Club Quarters Trafalgar Square	▼	£238.80
Check out	Tue 20 Aug	Standard Room Accessible		1 Adult

Please tick to agree that you have read and agree to the [hotel policies](#)

[Get Approval](#)

Before continuing you need to check the box to confirm that you have read and agree to the hotel policies. To read the policies, simply click on the link.

If approval is required, click on the box and continue.

Hotel Search – approval request



Booking approval request for Mr Demo User (COP-132093-1102-7)

approvals@claritybt.com <approvals@claritybt.com>

Show Details

Booking Requires Authorisation

Please see below the details of a travel request for your approval. We would be grateful if you could check that the request complies with travel policy and you are happy with the cost before approving. Please note that a delay in authorising this booking may lead to an increase in costs and therefore may need to be rebooked/authorised.

Booking Reference: Approval Process
Booking Status:
Date of Travel: Monday, 5 August 2019

Itinerary Details

Passenger(s)
Mr Demo User

Hotel(s)

Club Quarters Trafalgar Square	View Map Click Here	Nights:	1
Check In:	5 Aug 2019	Persons:	1
Check Out:	6 Aug 2019	Rooms:	1
Chain:	Club Quarters Hotels		

Room

Room	Description	Rate	Rate Information
Room 1:	1 x Online Rate (Expedia Affiliate Network) Expedia Affiliate Network Pre-Pay Rate - Standard Room Accessible cottages 1 - ...	226.8 GBP	242115242PRR

Booking Confirmation: n/a
Payment: n/a
Payment Restrictions: n/a

Price

Description	Qty	Price	Total	Cur
Room: (242115242)	1	226.80	226.80	GBP
Total: 226.80 GBP				

Remarks
Cheapest option at time of search:

Management Information

Passenger	Booking Data	Value
Mr Demo User	Payment Includes	20850
Mr Demo User	Special Requirements	
Mr Demo User	Company Name	gamma
Mr Demo User	Cost Centre	AAA
Mr Demo User	Employee Number	1111
Mr Demo User	Business Purpose	Event / Roadshow (Gamma Office)
Mr Demo User	Booker Email Address (format = email/domain.com)	

Reason selected for booking out of policy
The chosen rate is outside the travel policy: Reason Req - Price > 160 (London_Central-N)

To approve or decline follow the relevant link below:-

Approve: <http://www.go2book.travel/cgi-bin/approval.pl?approve=Sad69a306e6cb601c5250555cefd09b&approver=30f24d38b9703cb3a5a8fb8155c7343a8d7b96097aa67b7880e0bec133e7c35>

Decline: <http://www.go2book.travel/cgi-bin/approval.pl?decline=Sad69a306e6cb601c5250555cefd09b&approver=30f24d38b9703cb3a5a8fb8155c7343a8d7b96097aa67b7880e0bec133e7c35>

Your approver will then receive an email detailing the booking, the traveller details and why they are booking out of policy.

At the bottom of the email are the links to approve or decline the booking.



Hotel Search – approval notification

The screenshot shows the Go2Book website interface. At the top, there is a navigation bar with 'Flights', 'Rail', 'Hotels', and 'Parking' options. A 'Baskets manager' section indicates 'Your basket is empty'. The main content area includes a welcome message 'Hi Demo, welcome back' and several sections: 'Book on behalf of another user', 'Your recent Searches' (showing a search for 'London, Greater London, England'), 'Notifications' (showing a notification about a hotel booking for 5 Aug 2019), 'Recent Bookings', and 'Unbooked Baskets'. A 'Your basket' section is partially visible, showing a booking for 'Club Qu' on 'Mon 05 Aug' and 'Tue 06 Aug' for '1 Adult' at a price of '£226.80'. A pop-up dialog titled 'Approval Costings' is overlaid on the basket section. The dialog contains the following information:

Approval Costings	
Costing Comparison	
Original Price: £226.80	New Price: £226.80
Evaluation	
Tolerance: £5.00	Approval Status: PASS

The dialog also features a 'Confirm' checkbox (checked) and a 'Confirm Booking' button. An 'Ok' button is located at the bottom right of the dialog.

If approved, the booker will get a notification viewable on the home screen to confirm.

Click the 'complete booking' link to be taken to the relevant screen. Here you will see a pop-up notification confirming the approval.

Click Ok to continue.



Hotel Search – confirm booking

Stop Booking

Your basket

Check in	Mon 19 Aug	Club Quarters Trafalgar Square	▼	£238.80
Check out	Tue 20 Aug	Standard Room Accessible		1 Adult
Please tick to agree that you have read and agree to the hotel policies <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> Confirm
				<input type="button" value="Confirm Booking"/>

Now that your travel is approved, click 'Confirm Booking' to complete the process.

Hotel Search – booking complete



The screenshot shows the Go2Book website interface. At the top left is the Go2Book logo. A navigation bar contains links for Flights, Rail, Hotels, and Parking. On the right of the navigation bar are links for Baskets manager and Your basket is empty. The main content area features a large green checkmark icon, the heading 'Booking Complete', and the following text: 'Thank you for booking your travel with Go2Book, we hope you enjoy your hotel.', 'Your booking reference is: 13134414', 'Your confirmation email will be sent to [Email address]', and 'Your trip will be visible within Go2Mobile, featuring push notifications and important travel information. If you don't have the app, you can download it via the links below:'. At the bottom are two buttons: 'GET IT ON Google Play' and 'Download on the App Store'.

You will then be taken to a screen confirming your booking and providing a reference. You will then receive your Trip Planner confirmation email.

You will be prompted to follow links to download our interactive itinerary mobile app, Go2Mobile.

To view a short training video please follow [Clarity guide to booking flights, rail and hotel](#)

The background features several thick, bright yellow concentric arcs that are open on the right side, creating a sense of movement and energy. The arcs are centered around the text.

Thank you