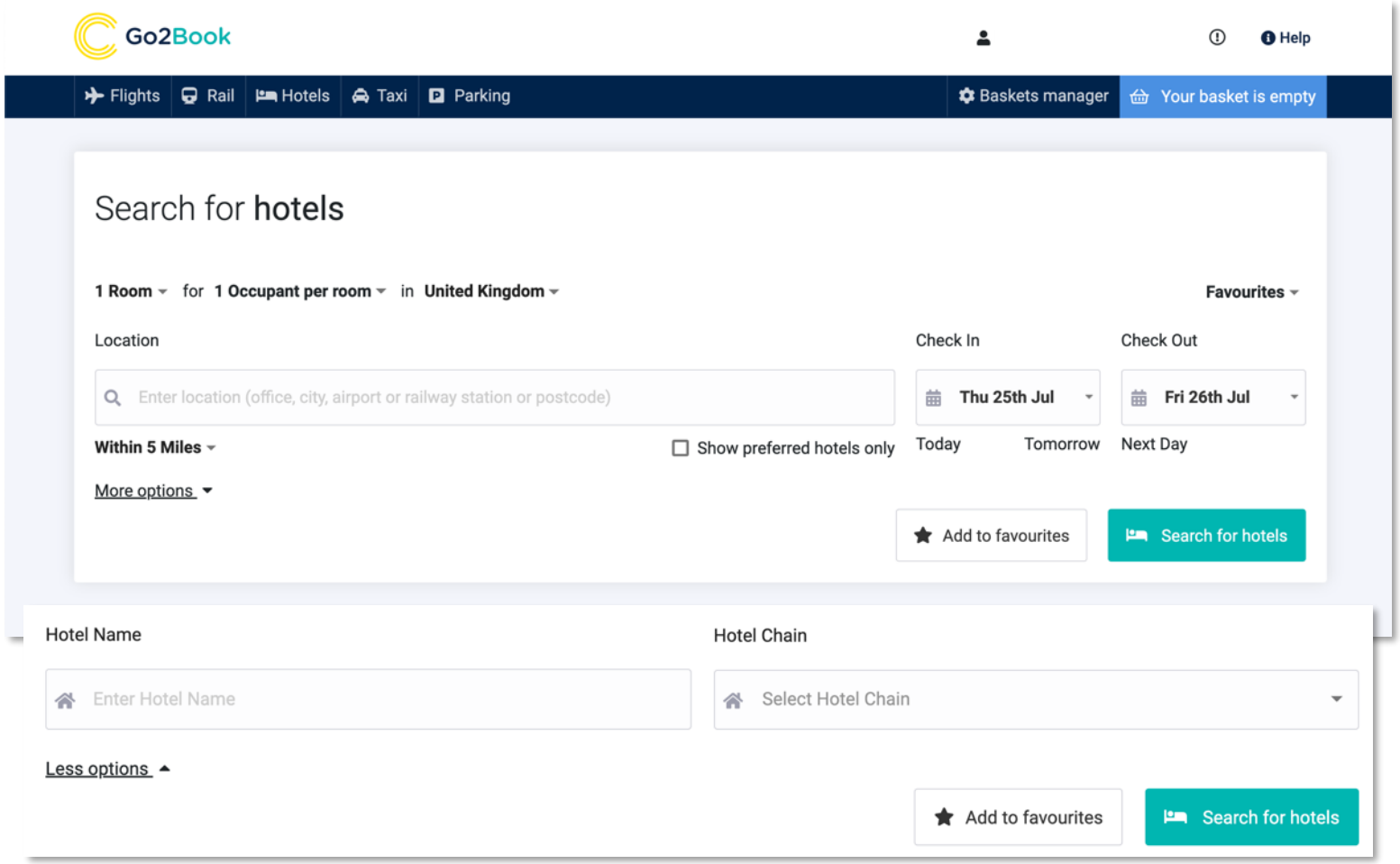
CLARITY
The Business Travel Experts

Go2Book

Guide to booking a Hotel

Hotel Search

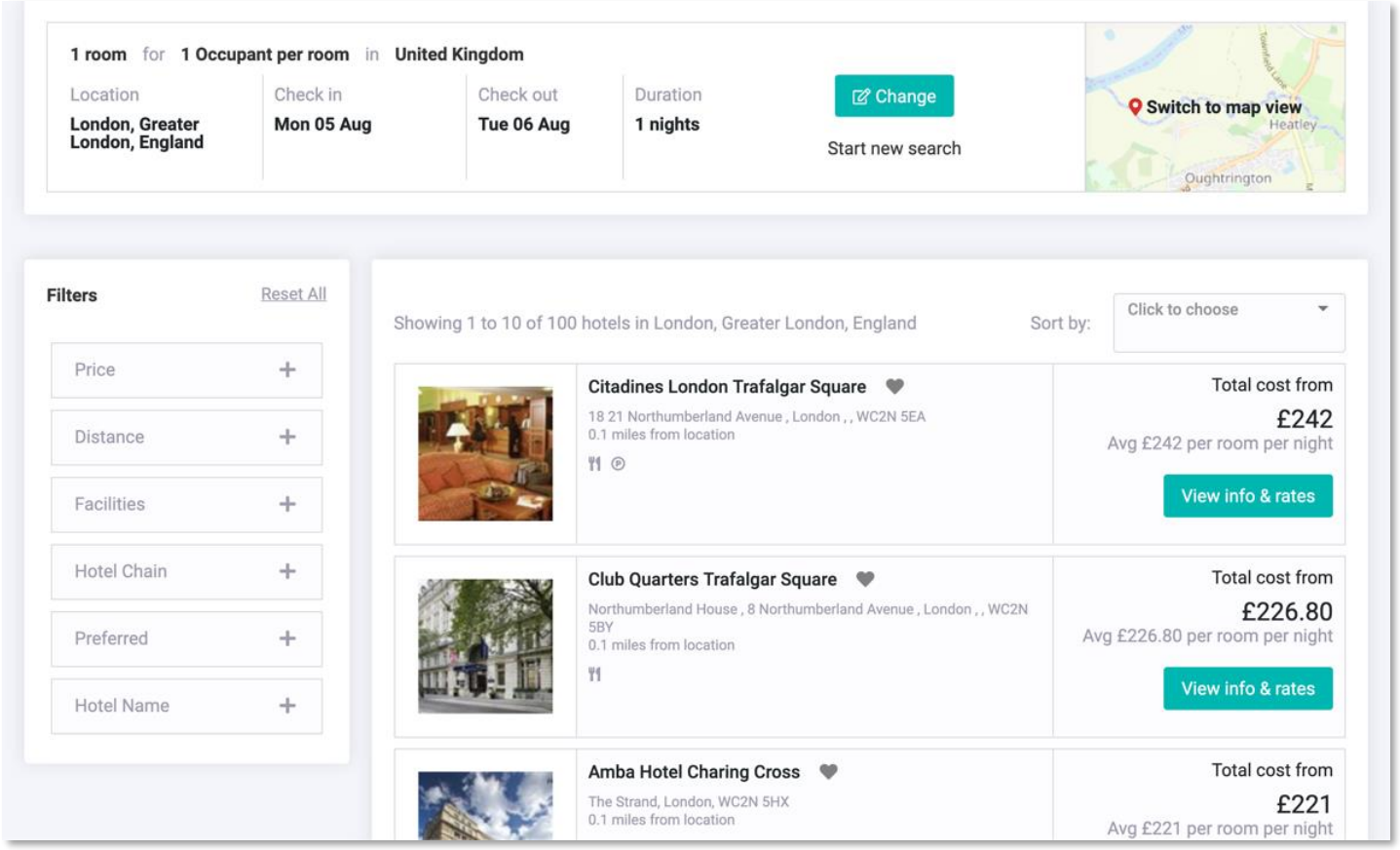


When searching for a hotel the main location field features office locations, city search, railway stations, airports and postcode look up.

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



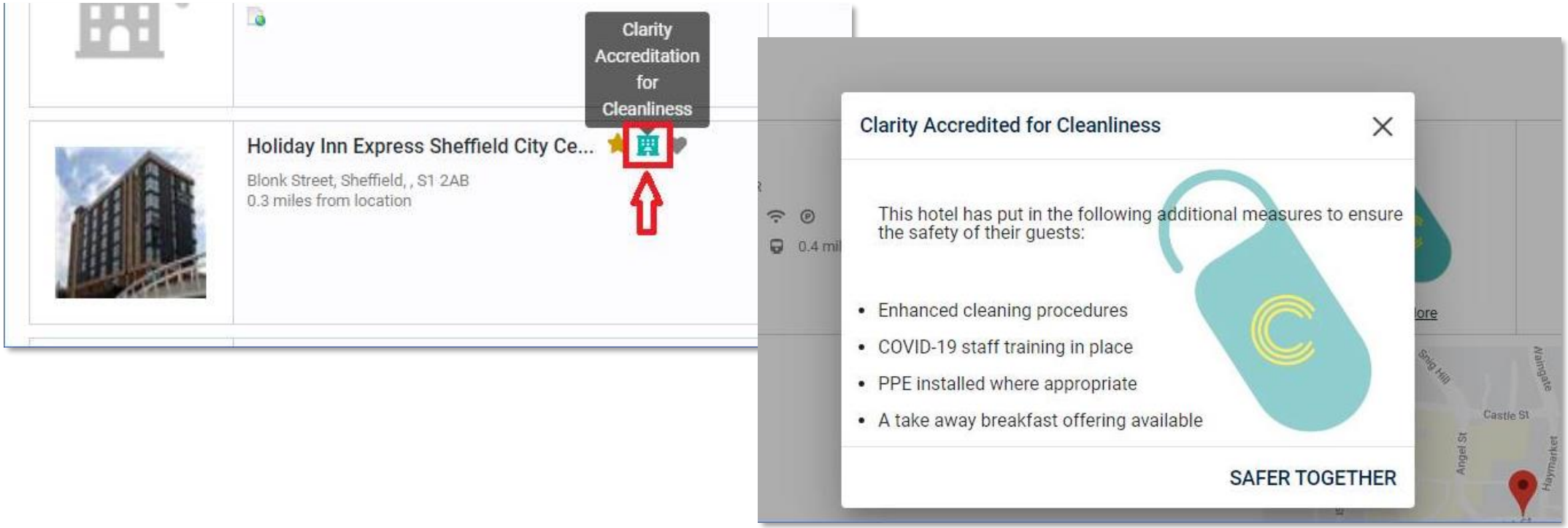
Results are paginated for improved speed, and can be sorted by cheapest, most expensive, closest to location and by preferred rates.

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

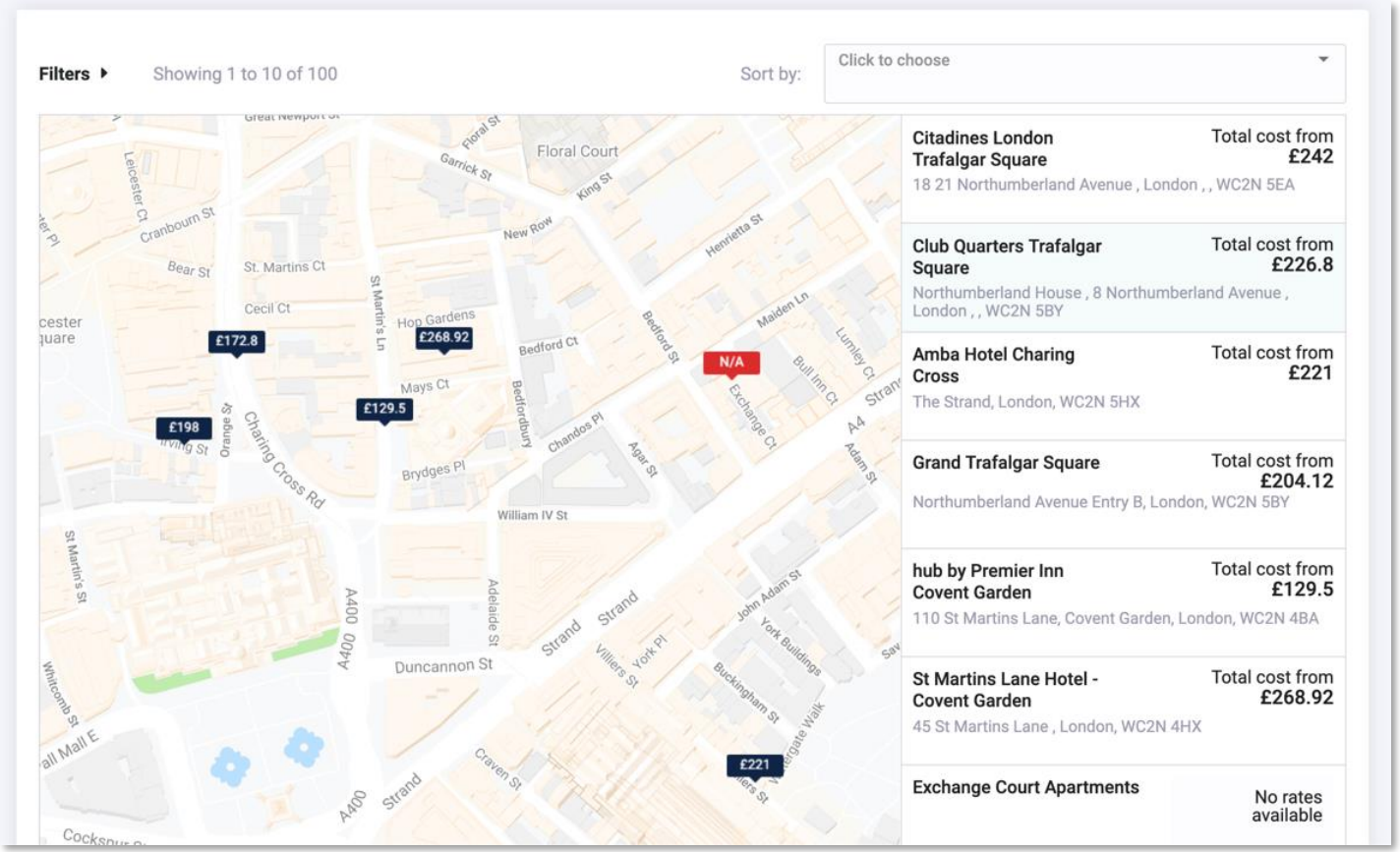
Hotel search - new features & enhancements

Hotels – Assurance Accreditation Icon

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



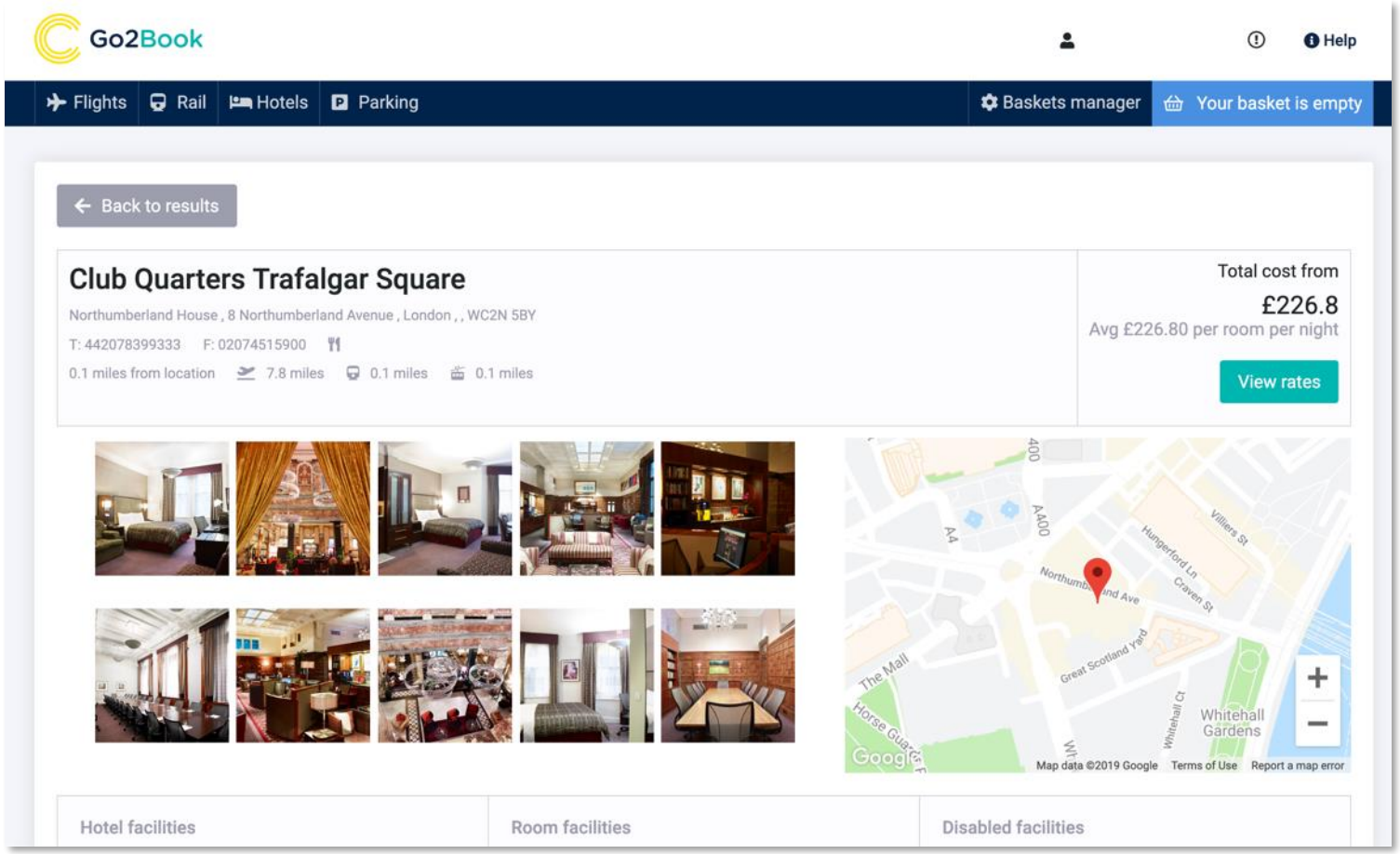
Hotel Search – map view



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

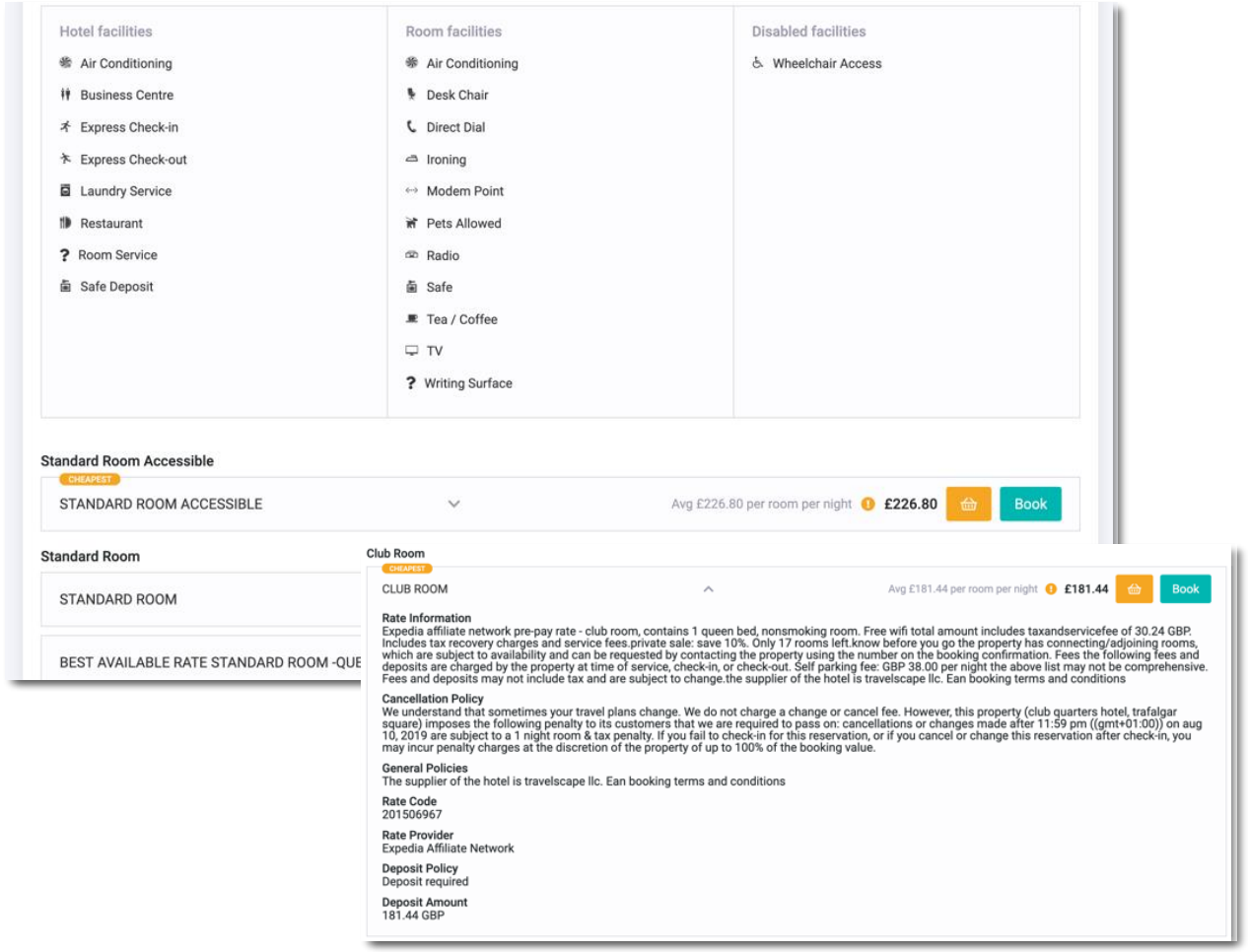
Need a hotel close to a venue? This handy visualisation means you not only get the best rate, but also the best location.

Hotel Search – rates



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.

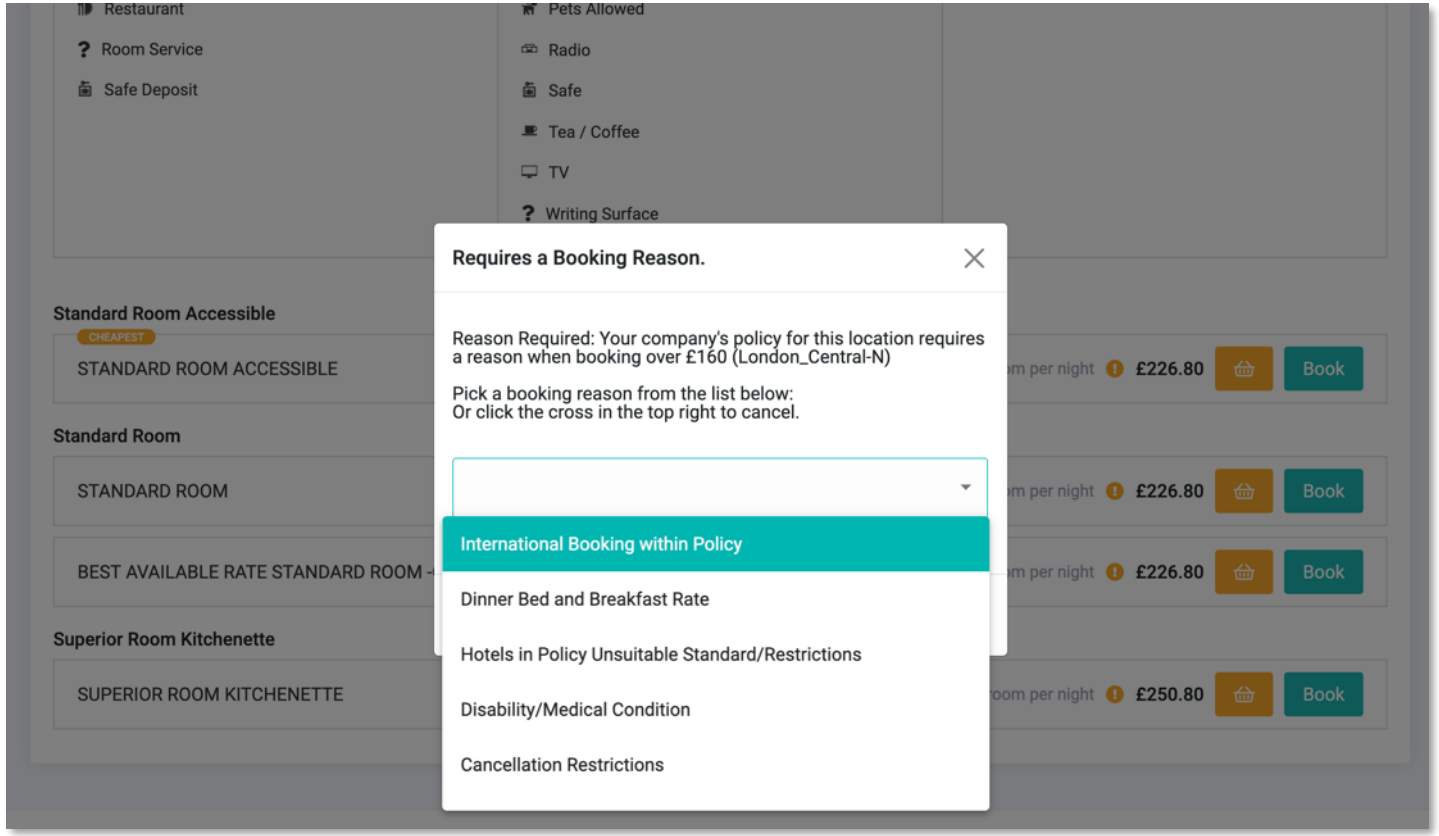
Hotel Search – rates and facilities



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.

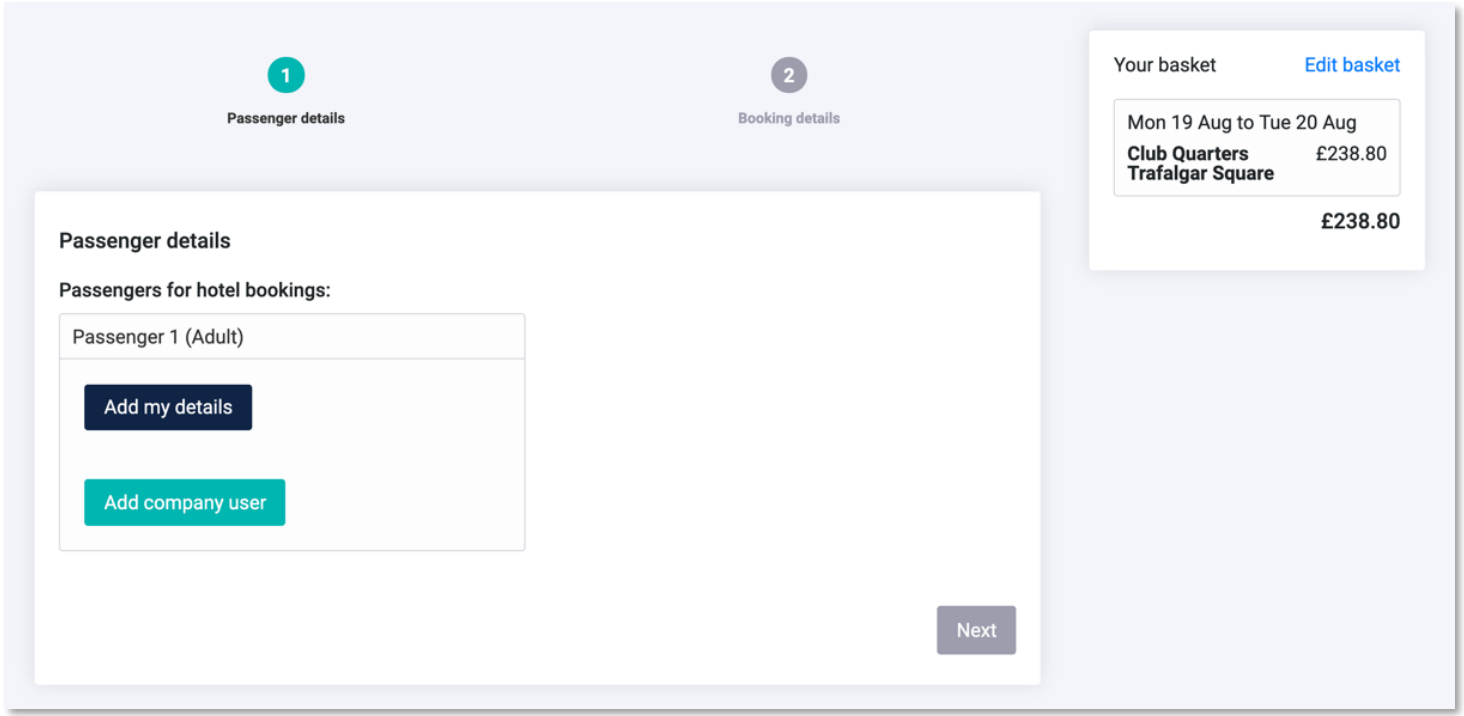
You then get a list of all available rates at the hotel. For more information about the rate and cancellation policy, simply click on the arrow to expand.

Hotel Search – reason codes



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

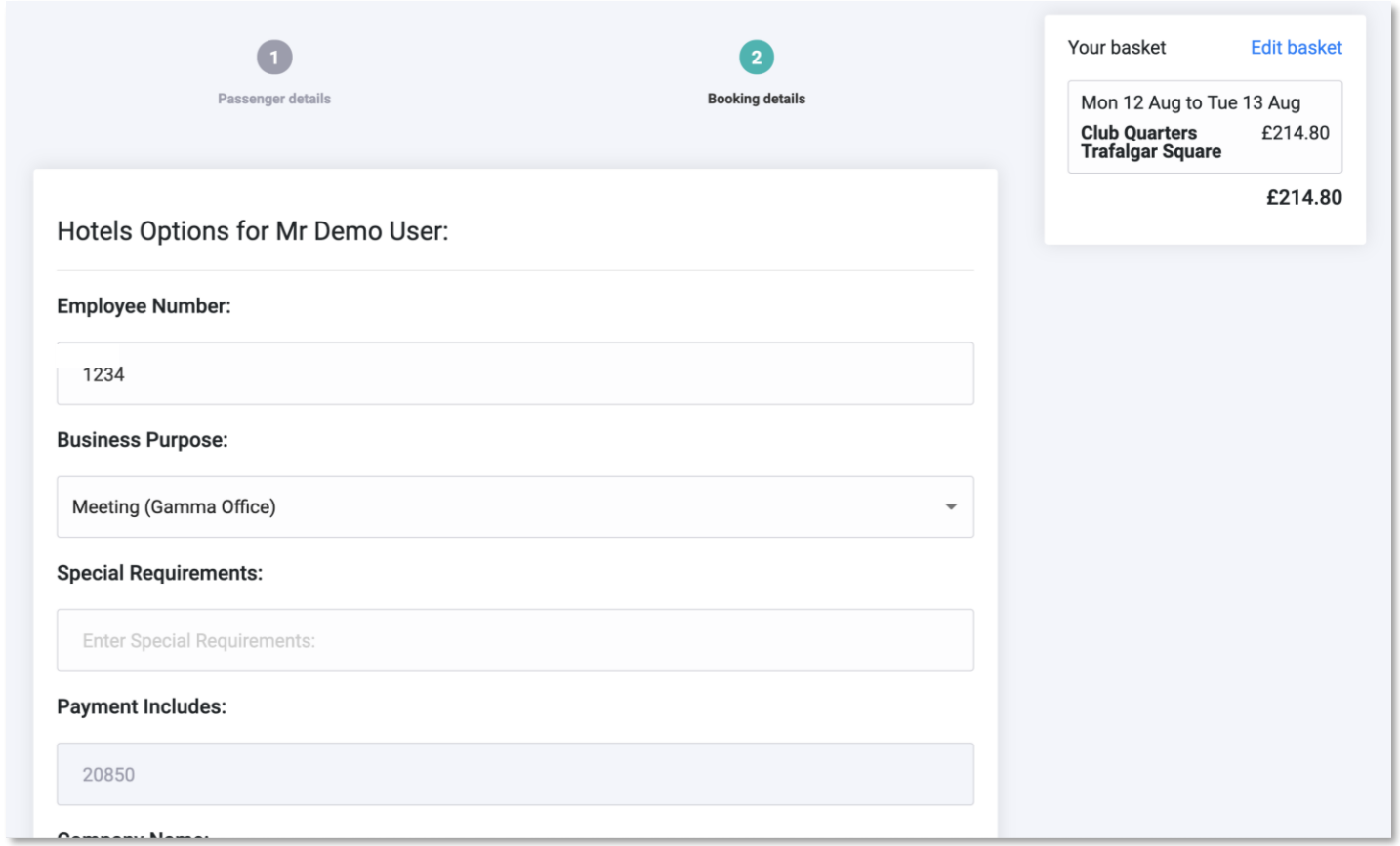
Hotel Search – passenger details



Before proceeding you need to add the passenger details.

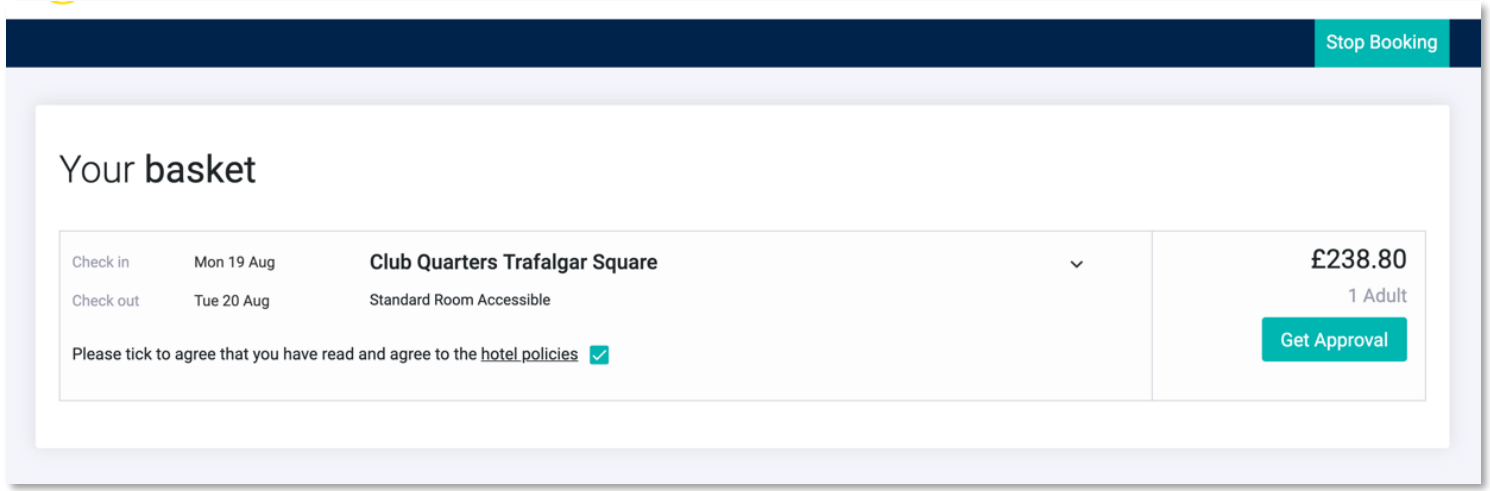
Here you can add your details (taken from your profile) or add another company user. You can search via email, surname or employee number.

Hotel Search – booking details



Complete the booking details including any special requirements.

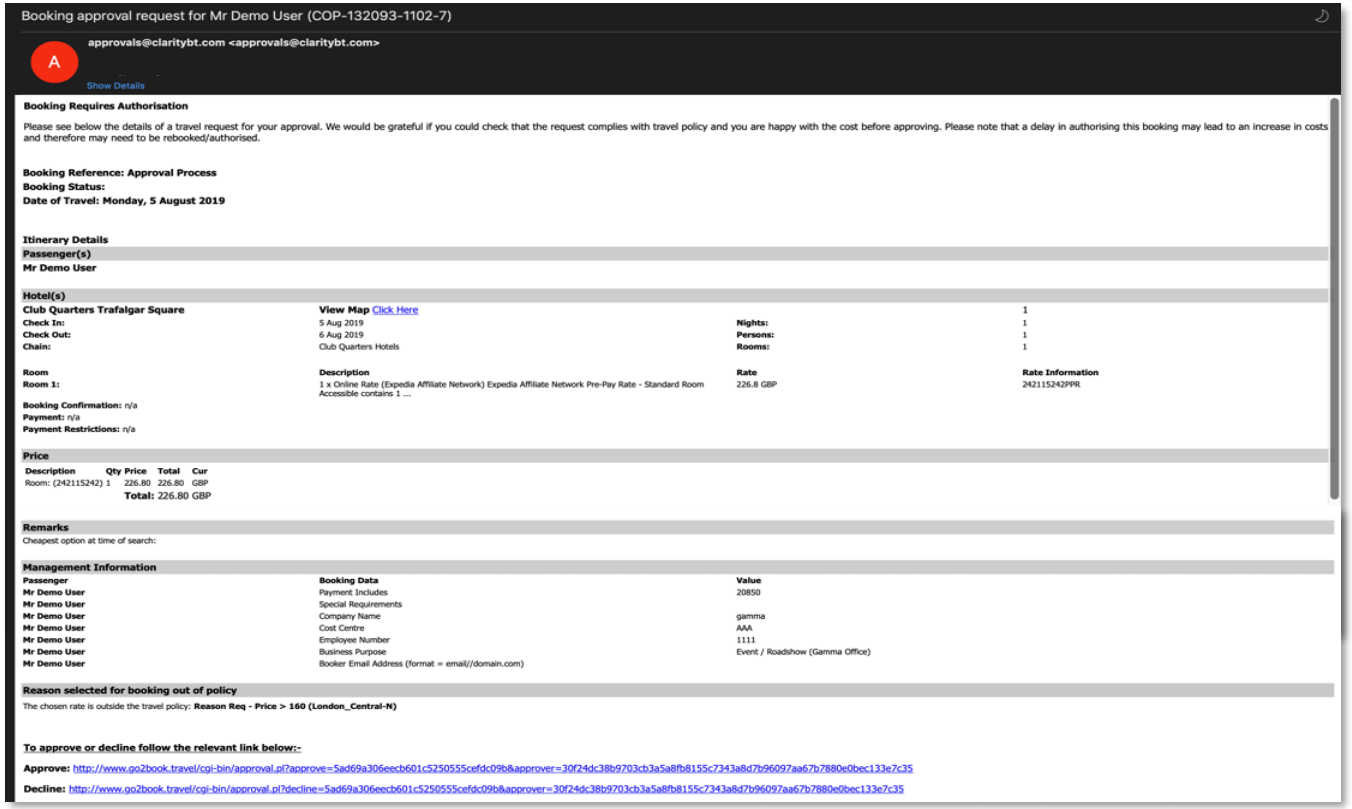
Hotel Search – get approval



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		1
Check In:	5 Aug 2019	**Nights:**	1
Check Out:	6 Aug 2019	**Persons:**	1
Chain:	Club Quarters Hotels	**Rooms:**	1

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

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:-

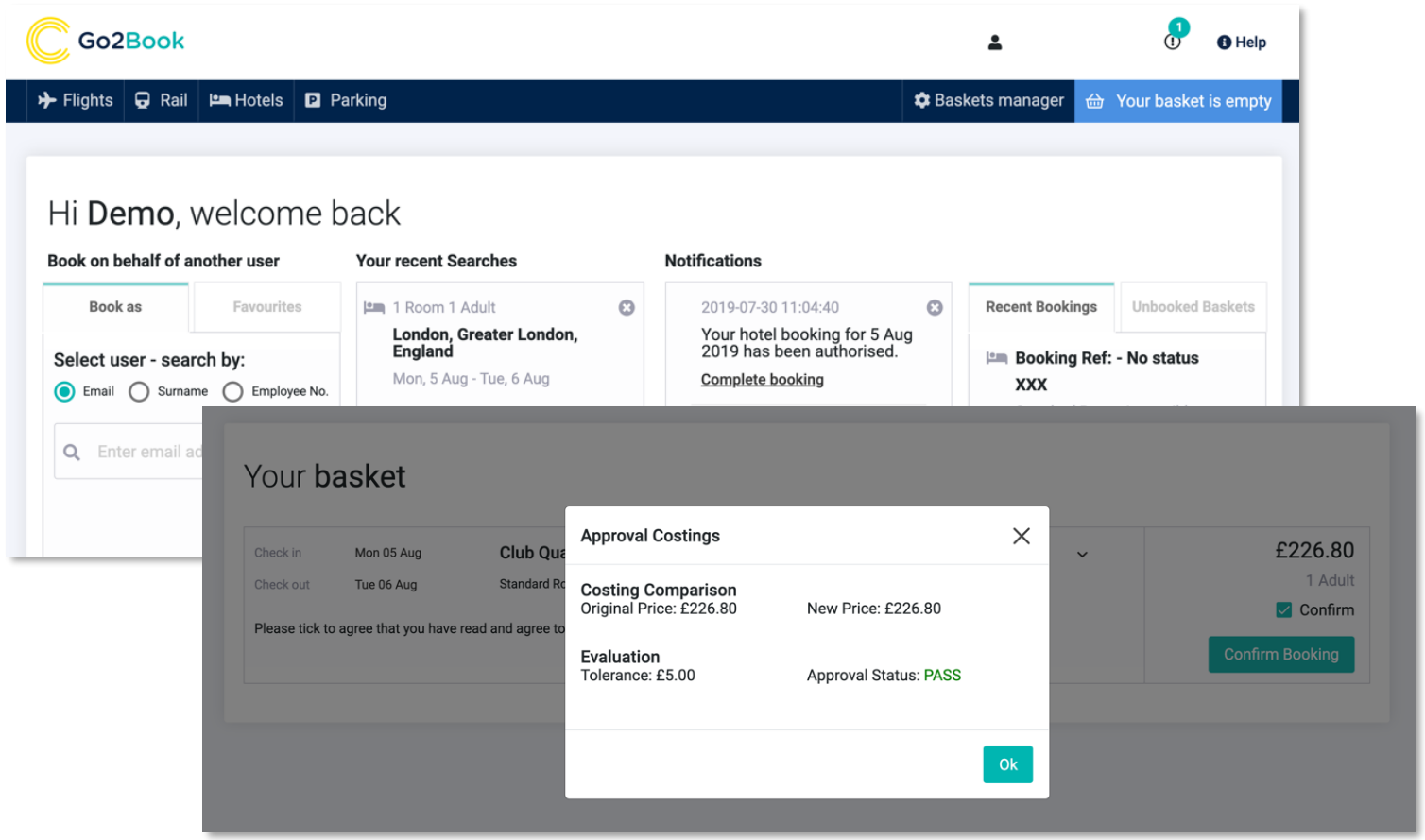
Approve: http://www.go2book.travel/cgi-bin/approval.pl?approve=5ad69a306eecb601c5250555cefdc09b&approver=30f24dc38b9703cb3a5a8fb8155c7343a8d7b96097aa67b7880e0bec133e7c35

Decline: http://www.go2book.travel/cgi-bin/approval.pl?decline=5ad69a306eecb601c5250555cefdc09b&approver=30f24dc38b9703cb3a5a8fb8155c7343a8d7b96097aa67b7880e0bec133e7c35

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.

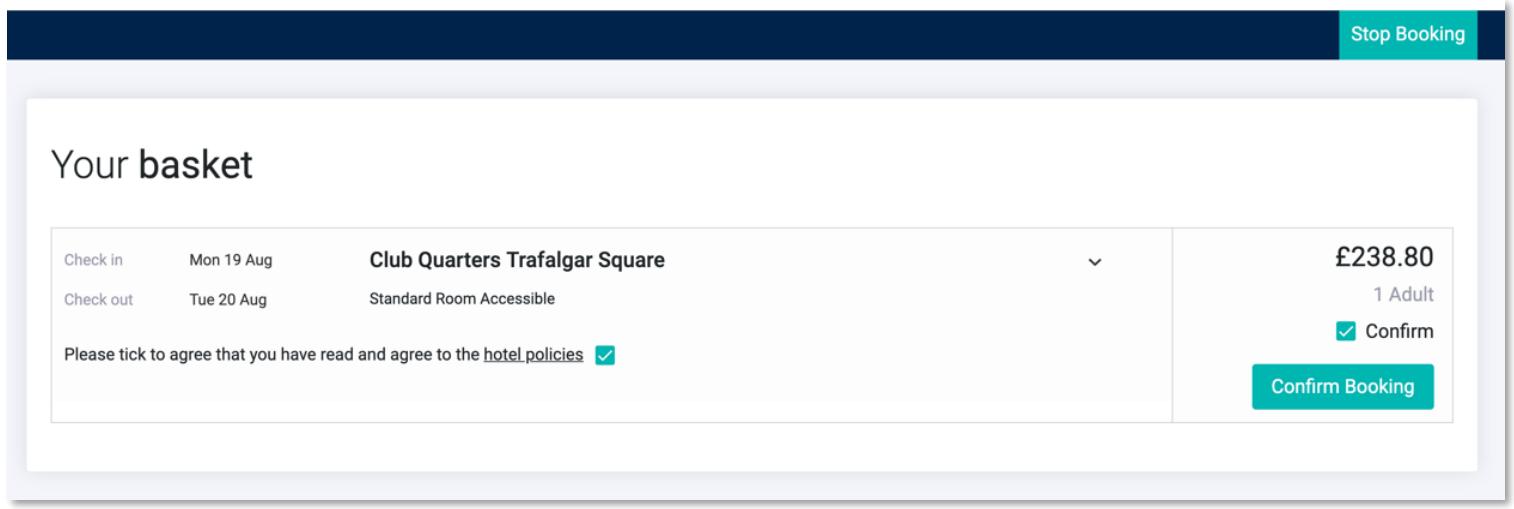
Hotel Search – approval notification



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.

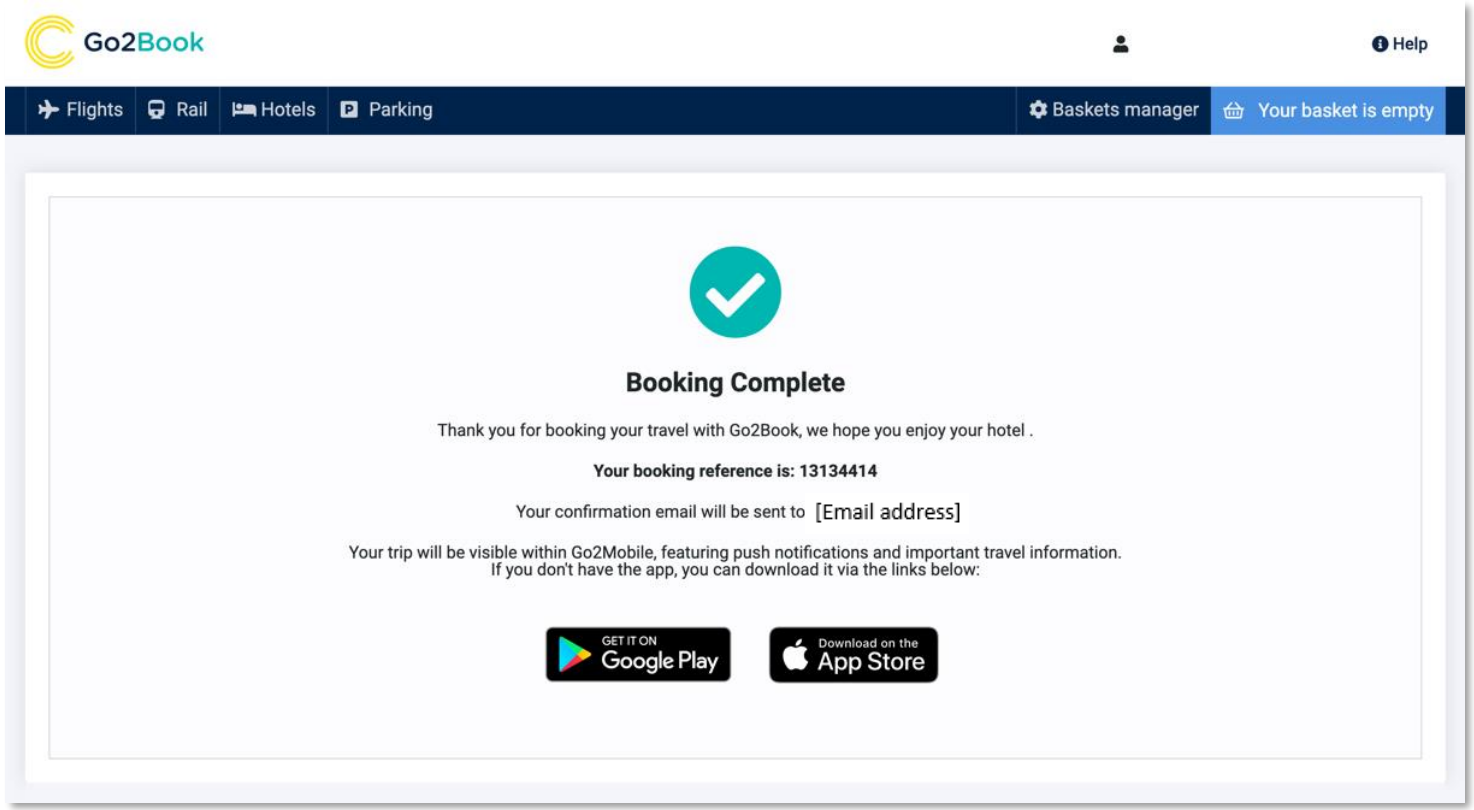
Click Ok to continue.

Hotel Search – confirm booking



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

Hotel Search – booking complete



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

Thank you