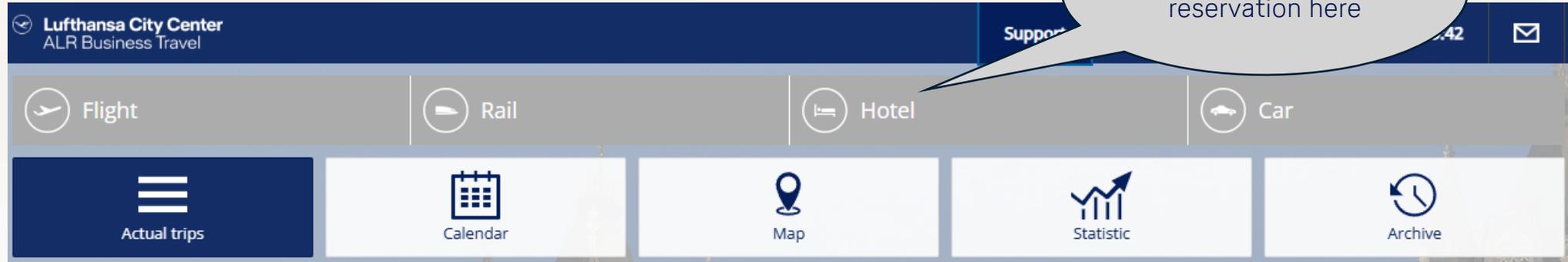


# Hotel reservation



# Start hotel reservation

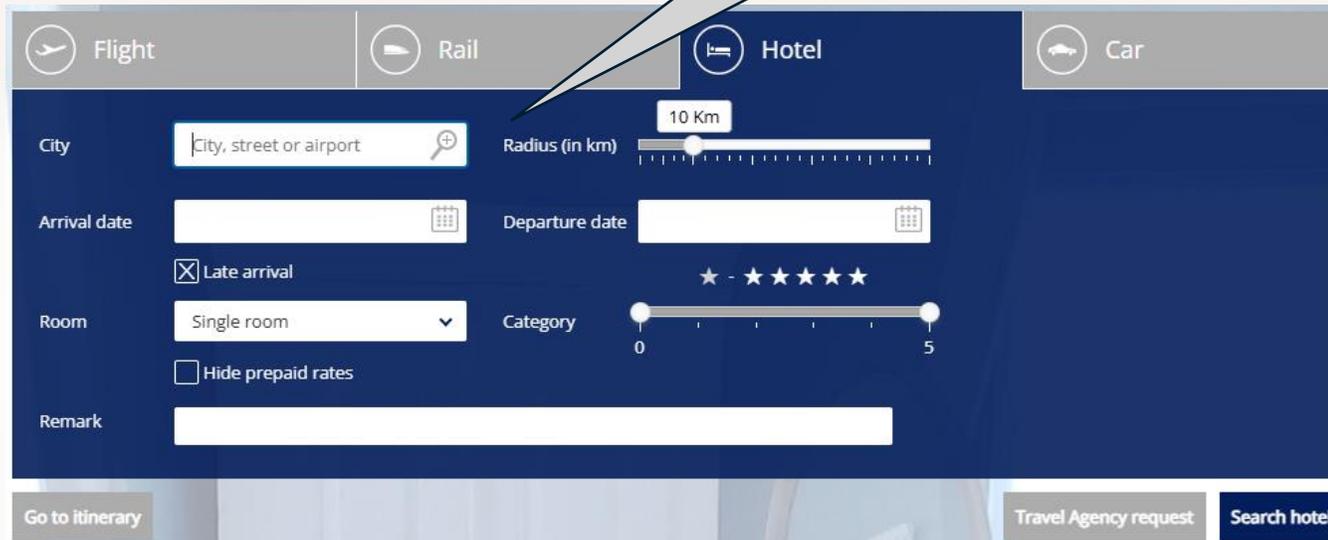


## The selection shows:

- yourself
- the travellers who have selected you as a travel arranger
- as a travel manager, use the magnifying glass to search for the traveller you want to book for

# Hotel input mask

Enter your hotel search preferences here.

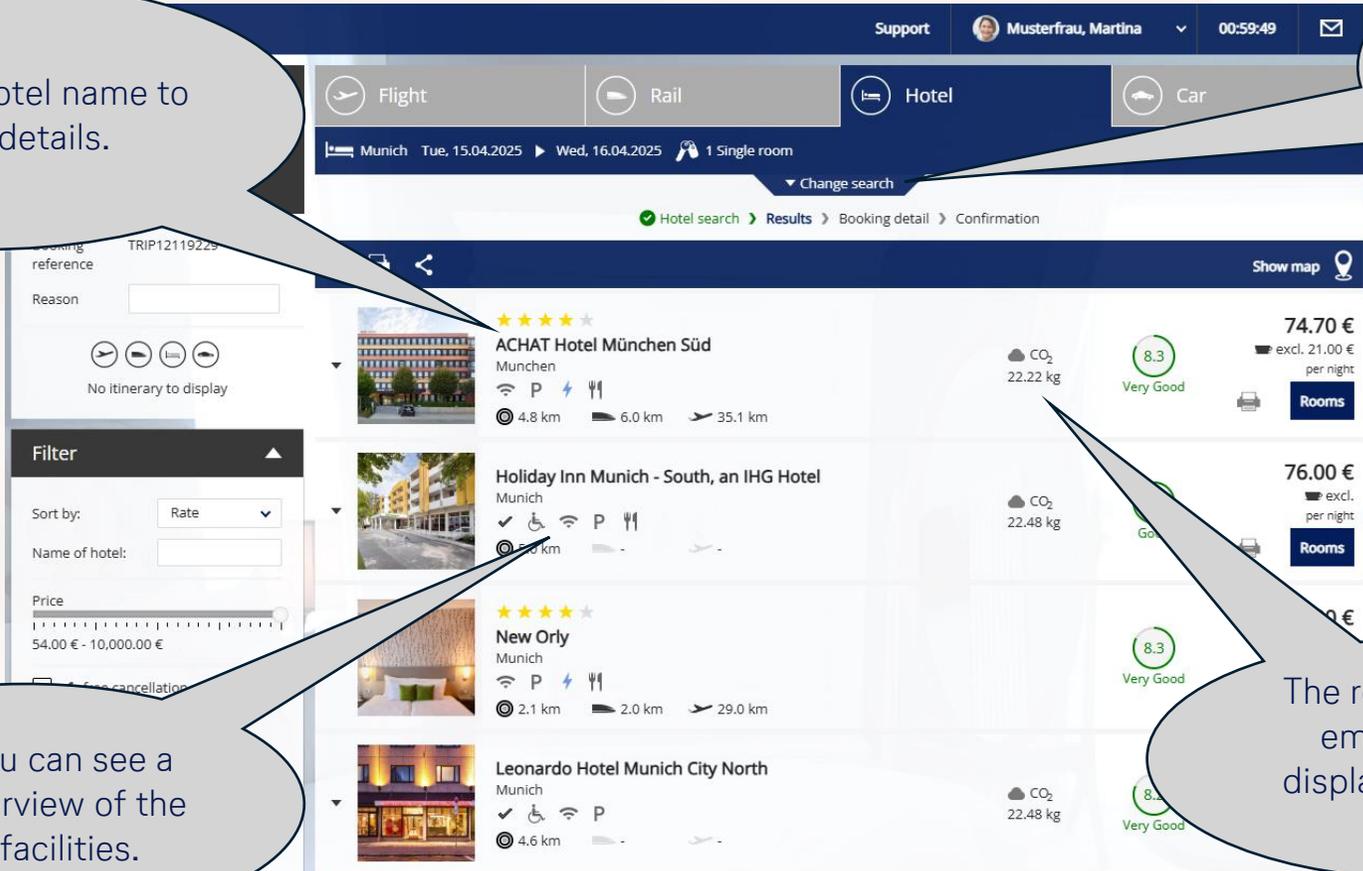


The screenshot shows a dark blue interface for hotel search. At the top, there are four tabs: 'Flight', 'Rail', 'Hotel' (selected), and 'Car'. Below the tabs, the 'City' field contains a text input with a magnifying glass icon. To its right is a 'Radius (in km)' slider set to 10 Km. Below these are 'Arrival date' and 'Departure date' fields with calendar icons. There is a checked checkbox for 'Late arrival' and a star rating selector showing 5 stars. The 'Room' dropdown is set to 'Single room'. Below it is an unchecked checkbox for 'Hide prepaid rates'. At the bottom, there is a 'Remark' text area and three buttons: 'Go to itinerary', 'Travel Agency request', and 'Search hotel'.

Once you have entered all your preferences, click on "Search hotel".

- Enter a city or use the magnifying glass to search for a specific address, company location, etc.
- You can limit or expand the search area by using the radius slider.
- You can limit the hotel search to hotels from or up to a certain category.
- If you set the x next to "Hide prepaid rates", you will only receive rates that do not have to be paid before arrival.

# The hotel vacancy display



The screenshot shows a travel website interface for hotel searches. At the top, there are navigation tabs for Flight, Rail, Hotel, and Car. Below this, search criteria are displayed: Munich, Tue, 15.04.2025 to Wed, 16.04.2025, 1 Single room. A 'Change search' button is visible. The main content area displays a list of hotels with their names, star ratings, photos, and key details. A filter sidebar on the left allows sorting by Rate and filtering by price (54.00 € - 10,000.00 €). Callouts provide additional information: one points to a hotel name, another to the 'Change search' button, a third to the hotel facilities icons, and a fourth to the CO2 emissions and sustainability score for each hotel.

Hotel Name	Rating	Price (per night)	CO2 Emissions (kg)	Sustainability Score
ACHAT Hotel München Süd	5 stars	74.70 € (excl. 21.00 €)	22.22 kg	8.3 (Very Good)
Holiday Inn Munich - South, an IHG Hotel	4 stars	76.00 € (excl. per night)	22.48 kg	8.3 (Very Good)
New Orly	5 stars	79.00 € (excl. per night)	22.48 kg	8.3 (Very Good)
Leonardo Hotel Munich City North	4 stars	79.00 € (excl. per night)	22.48 kg	8.3 (Very Good)

Click on the hotel name to view the details.

If the search does not deliver the desired results directly, you can adjust the query parameters using "Change search".

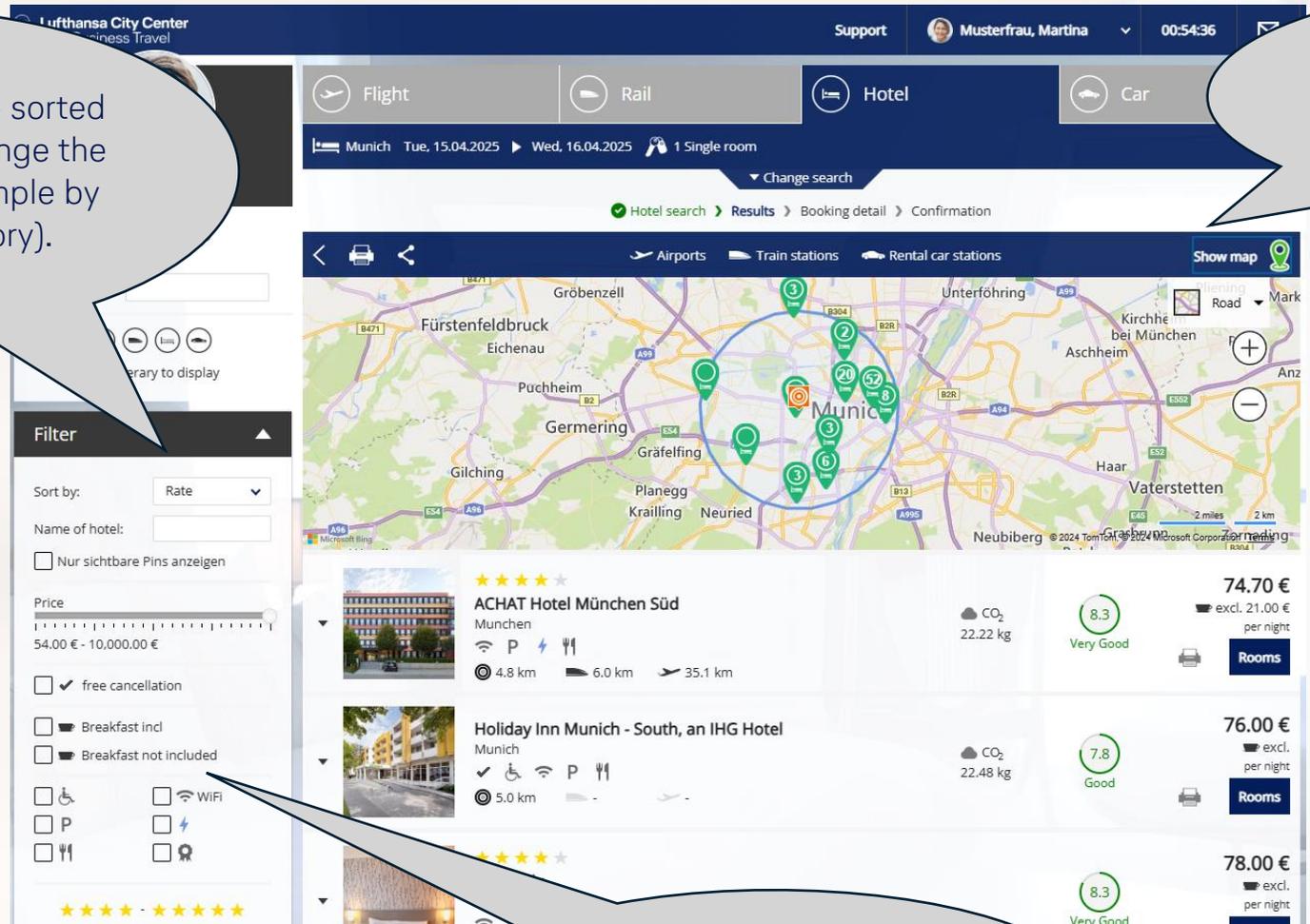
Here you can see a brief overview of the hotel facilities.

The resulting CO2 emissions are displayed for each hotel.

# Useful functions for hotel vacancy display

The search results are sorted by price. You can change the sorting here (for example by distance or category).

You can use the map to display the location of the hotels.



Hotel Name	Price (per night)	CO2 Emissions (kg)	Rating
ACHAT Hotel München Süd	74.70 €	22.22 kg	Very Good (8.3)
Holiday Inn Munich - South, an IHG Hotel	76.00 €	22.48 kg	Good (7.8)
(Partially visible)	78.00 €		Very Good (8.3)

Use the filters to narrow down the results according to your preferred criteria.

# Rate selection

The screenshot shows the Lufthansa City Center booking interface. At the top, the user profile for 'Musterfrau, Martina' is visible. The search criteria are set to 'Hotel' for 'Munich' from 'Tue, 15.04.2025' to 'Wed, 16.04.2025' for '1 Single room'. The search results for 'ACHAT Hotel München Süd' are displayed, showing a 4.5-star rating, a CO2 footprint of 22.22 kg, and a 'Very Good' score of 8.3. The interface lists three room options with their respective rates and cancellation conditions:

Room Type	Rate (per night)	Excl. (per night)	Free rooms	Cancelation
Business Single Room - Free cancellation - Free WiFi - Genius Business - Booking.com rate	82.80 €	21.00 €	1	cancelable free of charge until (local time): Tue, 15.04.2025 17:59
Business Single Room - Free WiFi (12 m2)	92.00 €	21.00 €	7	cancelable free of charge until (local time): Tue, 15.04.2025 17:59
Business Double Room - Free cancellation - Free WiFi - Genius Business - Booking.com rate	93.60 €	21.00 €	1	cancelable free of charge until (local time): Tue, 15.04.2025 17:59

Once you have chosen a hotel, click on "Rooms"

After clicking on "Show more" you will receive a detailed room and rate description.

Select the rate you would like to book here.

The logos tell you which provider the hotel is booked through.

The cancellation conditions of the rate will be displayed to you.

# Reservation completion page (1/2)

The screenshot shows the 'Hotel' booking completion page for 'ACHAT Hotel München Süd'. The user is 'Musterfrau, Martina'. The booking reference is 'TRIP12119229'. The hotel is located at 'Perchtinger Straße 3, 81379 Munich' and has a 4.5-star rating. The arrival is on 'Tue, 15.04.2025 (Late arrival)' and the departure is on 'Wed, 16.04.2025'. The room is a 'Single room'. The page includes a 'Standard Rates' section with details about the 'Business Single Room', including cancellation policy, WiFi, and breakfast costs. There are also navigation icons for Flight, Rail, Hotel, and Car, and a breadcrumb trail: 'Hotel search > Results > Booking detail > Confirmation'. A 'Reason' field is present for the booking. A 'No itinerary to display' message is shown below the reason field. The page also features a large image of a hotel room and a smaller image of a bathroom.

You can view the detailed description of the hotel here.

Detailed room and rate description.

# Reservation completion page (2/2)

## Guarantee/Payment

- To book a hotel room, it is necessary to provide a credit card.
- Depending on what your company has negotiated with the providers, this can be a central company card or a personal card.
- The payment for the hotel stay is also processed - depending on the agreed terms - either via the central company card or on site via a personal credit card.

**Cancellation policy**  
cancelable free of charge until (local time): Tue, 15.04.2025 17:59

**Remark**

**Credit card**  
A credit card is needed as guarantee. Please enter one in your traveller profile. +

**Accepted payment cards:**  Airplus card  American Express  VISA  Mastercard

**Hotel cards**  
Provider   

**Additional data**  
Please fill in the missing data in the additional data sector. If you have questions, contact your line manager.

**Kostenstelle: \***  1 to 3 digit(s)

Breakfast not included  
**Total price: 82.80 €**

Overview of the cancellation conditions.

If additional data is required in your accounting to process travel expenses, this can be entered here.

Complete the booking.



# Contact

# Contact

**Do you have any questions or suggestions  
regarding onesto?**

The Online Solutions Team is happy to assist you.

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