

## Hotel Reservations

Updated: 6/12/2018

### Purpose

To assist University faculty and staff with making hotel reservations.

### Policy

University employees are required to use State contracted Commercial Lodging Establishments. Employees of the University are exempt from Texas state hotel occupancy taxes collected by a Texas Commercial Lodging Establishment. A traveler must present the hotel with a completed [exemption certificate](#). If a hotel refuses to honor the certificate, the traveler will be reimbursed for the tax, and the state comptroller should be notified of the hotel's refusal. University employees are not exempt from county or municipal hotel occupancy taxes, and these taxes are reimbursable.

### Procedures

All hotel room reservations must comply with Comptroller's service contract rates. University contracted travel agencies and online booking tool comply with Comptroller's hotel contract rates and state regulations.

The following options are available for making hotel room reservations:

1. Use the University's contracted travel agency (Anthony Travel).
  - a. Either the traveler or the department travel planner can reserve a commercial hotel room using one of the travel agencies.
  - b. Reservation will be paid by the employee and reimbursed by the University **only upon completion of the trip** and submission of receipts.
  - c. The University's departmental travel card cannot be used to pay for lodging.\*
2. Use [Concur](#), the University's online booking tool.
  - a. Either the traveler or the department travel planner can reserve a hotel room using the preferred online booking tool.
  - b. Reservation will be paid by the employee and reimbursed by the University **only upon completion of the trip** and submission of receipts.
  - c. The University's departmental travel card cannot be used to pay for lodging.\*

*\*The travel card can only be used to pay for airfare*

The traveler will be reimbursed for lodging on a *PeopleSoft Expense Report* document. The traveler will submit the detailed hotel room receipt to the department travel planner for reimbursement. The travel planner will create an expense report and include all reimbursable travel expenses and attach all supporting documentation. The document will be sent to the Accounts Payable Department for final review and approval.

**Applicability**

This applies to lodging for all University faculty, staff, and students traveling on official state business.

**Responsible Party**

Comptroller