AUGUST 2018 – LODGING QUICK TIPS

The $275 Daily Lodging Cap

- Exceed the Cap?
  1. Reduce the room rate reimbursement to $275 and lower the corresponding room tax by the same percentage. Need help with calculating? Contact BRCTravelandEnt@ucop.edu.

- Conference at the Hotel?
  1. Include a written comment in the expense report indicating that the conference was held at the hotel and recommended by the conference organizers.
  2. Attach a screen shot of the website with the conference registration details showing the hotel as the only recommended option.

- Other Lodging Options More Expensive or Sold Out? Request an Exception.
  1. Include a written justification in the expense report
  2. Run your lodging comparison at time of booking using the Connexxus Travel booking tool.
  3. Use the address of your meeting or event and search for hotels within a 2-5 mile radius.
  4. Take a screen shot ensuring that dates of lodging and hotel pricing are clearly visible!

- Reservation through a Hotel Booking Site? Remember...
  1. A final lodging receipt from the hotel is still required.
  2. The $275 lodging cap is per night, not an average over the length of stay.

Direct Billing Lodging

- Group Lodging
  1. Enter your lodging as an expense item even if direct billed.
  2. Attach the rooming list or individual lodging folio showing your room nights and expense.

- Individual Lodging
  1. Enter your lodging as an expense item even if paid through the Direct Bill Lodging Program.
  2. Enter $23.00 service fee as direct bill (Expense Type: Service Fee)
  3. Be sure to attach the final lodging receipt for your stay.
  4. Don’t forget, no personal nights when directly billed to the University!

Connexxus

- Take note: just because it’s in Connexxus does not mean that pricing is within UC Travel Policy. Be sure to do your homework before booking!

Still have questions about lodging? Contact the BRC Travel and Entertainment Team at BRCTravelandEnt@ucop.edu. They’re happy to help!

YOU CAN REACH US AT:

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