

HOTEL RESERVATION PROCEDURE

1. Reach out to our local Hotel representatives.
 - a. Request the Lander direct billing rates – rates and availability are subject to change.
 - b. Make the reservation in the guest's name – not your name!
 - c. Include your name and Department for reference and billing.
 - d. Specify number of nights and type of room (king/double beds)
 - e. Remind hotels that the guests cannot upgrade or charge incidentals to the room. The guest must pay extra charges. Lander can only pay for the hotel room.
 - f. Record the confirmation number.
 - g. Inform hotel to send the Invoice to you and Procurement@Lander.edu
2. **Immediately** after placing the reservation, complete a [Purchase Requisition](#)
 - a. Requisitions must include:
 - Visitor name**
 - Hotel contact person**
 - Hotel confirmation number**
 - Check-in and Check-out date**
 - Number of nights and rooms**
 - Eleven Percent Sales / Accommodation Tax**
3. Submit completed requisition for the hotel room to Procurement@Lander.edu. Procurement must receive your Requisition before the hotel Invoice.
4. Cancellations or changes typically require notice 72 hours in advance. Lander will be billed for no-shows.

HOTEL OPTIONS AND TYPICAL RATES

<u>Inn On The Square</u> Dolly Ulica PHONE: 864-330-1010 fds.ios@edgewatergrpllc.com RATES: \$112-149 PER NIGHT L00309407	<u>Fairfield Inn & Suites</u> Lee Kelly PHONE: 864-330-3300 James.l.kelly@marriot.com RATES: \$110-129 PER NIGHT Includes breakfast L00000596	<u>Comfort Inn</u> Contact Nid Salter PHONE: 864-337-6924 Nid.KirtanHostpitalitysales@gmail.com RATES: \$109-140 PER Night Includes breakfast L00000223
--	---	---