

## Procurement and Contracts Process Guidance

# Hotel Lodging Agreements for Athletic Events and Group Travel

Organizations coordinating group travel for students are to process travel authorizations per policy in Chrome River. Once travel authorizations are approved, departments may engage with hotels for lodging agreements.

All agreements are reviewed for legal sufficiency and signed by Procurement and Contracts. The following processes apply for hotel agreements.

- A. Lodging agreements for resting rooms only: (i.e. hotel rooms for overnight athletic travel or business travel)
  - 1. Process Travel Authorization in Chrome River.
  - 2. Forward Lodging Agreement to Procurement and Contracts via email.
  - 3. Procurement and Contracts will review. If there are no objectional terms and conditions, Procurement and Contracts will sign and returned to vendor and department via DocuSign. Any edits will be redlined and returned to the department.
  - 4. Department will pay hotel using University Small Purchase Credit Card or Travel Card. Personal credit cards are **not** to be used.
  - 5. Reconciliation is done in Chrome River following standard processes.

This type of transaction is not considered a Procurement process.

\*Please note that employees outside of Procurement and Contracts **are not** authorized to enter into or sign lodging agreements.

- B. Lodging agreements that include meeting rooms, catering, or any additional services: (i.e. conference hosting, retreats, etc)
  - 1. Enter a requisition into eVA and attach the Lodging Agreement.
  - 2. Forward Lodging Agreement to Procurement and Contracts via email.
  - 3. Procurement and Contracts will review. If there are no objectional terms and conditions, Procurement and Contracts will obtain signatures after the requisition has gone through the approval process through DocuSign and attach a copy of the executed agreement to the PO. Any edits will be redlined and returned to the department.
  - 4. Invoice is received and payment is processed in accordance with terms.

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\*This type of contractual agreement is considered a procurement transaction and is entered into eVA.