

Policy Area: Business Office/Travel	Subject: Direct Bill Hotels
Effective Date: 3/1/2023	Page Number: 1
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1. Rationale or background to policy:

To establish best practice recommendations for the use of direct billing for hotel stays related to routine in-state travel.

2. Policy Statement:

Faculty/staff should adhere to the following requirements when booking a hotel using the direct billing option.

The College of Pharmacy has established a direct billing account with the following hotels:

- 1. Fairfield Inn & Suites, West Monroe, LA 1-318-580-1160
- 2. Hotel Vinache, New Orleans, Wendy Zane 1-305-632-7717

3. Procedures:

The traveler (or designee) shall:

- 1. Complete travel authorization form (<https://www.ulm.edu/controller/travel.html>) and obtain required signatures.
- 2. Contact the hotel directly (see approved list) to make the reservation for the requested dates.
- 3. Immediately forward the confirmation email from the hotel, along with the completed and approved travel authorization o coporder@ulm.edu with a subject line of TRAVEL.