# TechBuy Guidelines for Entering Requisitions for Guest Lodging

The following guidelines are intended to provide assistance for individuals entering requisitions for. The Procurement Services Department has made every effort to ensure that the guidelines are in compliance with TTU operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. The Guest Lodging program allows TTU/TTU System departments to reserve and pay for guest hotel rooms at the state rate at select **_Lubbock_** area hotels for guests on official business, such as guest speakers or   prospective employees. It may also be used for TTU/TTUS employees who are not headquartered in Lubbock but who come to campus for meetings.

2. First, contact the participating hotel, ask for TTU room rates, make a reservation, and obtain a confirmation number. The following is a list of the hotels currently included in the program, along with some of the amenities offered:

Hotel Name	Phone #	Rate + City	Amenities
Americas Best Value Inn – Medical Center	795-5271	$100.58	free WiFi, local newspaper, continental breakfast
Arbor Inn & Suites	722-2726	$100.58	free WiFi,ext cont breakfast, pool, spa, gym, ask for Rob
Ashmore Inn and Suites	785-0060	$82.39	free WiFi, deluxe continental breakfast, pool, shuttle
Ava Hotel	784-1604	$100.58	free WiFi, breakfast, fitness center, pool
Country Inn & Suites by Radisson	701-4820	$95.23	free WiFi, breakfast, indoor pool, fitness center, laundry
Courtyard Marriott Lubbock Downtown	368-8406	$100.58	free Wifi, restaurant, fitness center, pool
Days Inn & Suites Lubbock South	745-5111	$100.58	free WiFi, complimentary breakfast, gym, pool
Embassy Suites	771-7000	$100.58	free WiFi, airport shuttle, breakfast, pool, gym
Hawthorn Suites	792-3600	$100.58	free WiFi, hot breakfast, shuttle service
Hilton Garden Inn	776-3900	$100.58	free WiFi, restaurant, indoor pool, gym, shuttle service
Holiday Inn Express & Suites- South	771-9900	$100.58	free WiFi, complimentary breakfast, gym, pool
Holiday Inn Express & Suites-Wolfforth	833-6000	$100.58	free WiFi, complimentary breakfast, gym, pool
Homewood Suites	771-7000	$100.58	free WiFi, airport shuttle, breakfast, dinner M-Th, gym
Hyatt Place Lubbock	741-0200	$100.58	free WiFi, free parking, full hot breakfast, pool, gym
La Quinta Inn & Suites Lubbock North	749-1600	$100.58	free WiFi, ext cont breakfast, shuttle service, gym, pool
La Quinta Inn Lubbock West Med Center	792-0178	$90.95	free WiFi, extended continental breakfast, gym, pool
Lubbock Courtyard by Marriott	795-1633	$100.58	free WiFi, Bistro breakfast/dinner, pool, gym, 24 hr. mkt.
MCM Elegante Hotel and Suites	763-1200	$100.58	free WiFi, shuttle service, comp. breakfast, restaurant, pool
Overton Hotel	776-7000	$100.58	free WiFi, shuttle service, restaurant, pool, gym,newspaper
Quality Inn & Suites	763-6500	$100.58	free WiFi, complimentary breakfast, gym, pool, newspaper
SureStay by Best Western	792-5181	$95.23	free WiFi, full breakfast, pool, restaurant, gym, shuttle
Staybridge Suites	765-8900	$100.58	free WiFi, complimentary breakfast, pool, gym, BBQ grill
Staybridge Suites Lubbock South	776-8800	$100.58	free WiFi, complimentary breakfast, gym, 24hr pantry
Super 8 – I-27	771-8000	$100.58	free WiFi, free parking, complimentary breakfast, pool
Woodrow House Bed & Breakfast	793-3330	$100.58	themed rooms, full breakfast, pool, seasonal hot tub

3. Once the confirmation number is obtained, enter a TechBuy requisition using the **_Guest Lodging_** form.
    a. For **_Supplier_**, select the correct hotel from the drop-down list.
    b. For **_Quantity_**, enter the number of nights of lodging. Example for two nights:
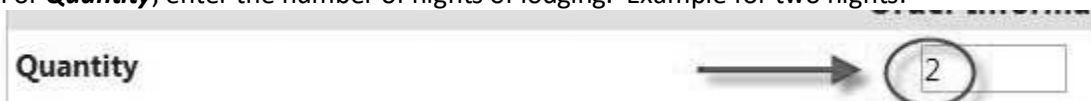
    c. For **_Authorized Charges_**, enter the rate per night of lodging plus 7% for city occupancy taxes.

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Authorized Charges (Room charge plus Additional Authorized Charges)   90.95

d. For *Packaging*, always enter "1".

Packaging (UOM)   ①   EA - Each

e. In *Product Description*, enter "Guest Lodging for (name of guest)".

Product Description   guest lodging for John Doe

f. Under *Additional Information*, list the name and arrival and departure date for each guest that is including on the requisition. *Please be sure the departure date is listed correctly, as the hotels confirm this with the reservation.*

Additional Information

Guest Name #1   John Doe

Arrival Date #1   1/31/2014
mm/dd/yyyy

Departure Date #1   2/1/2014
mm/dd/yyyy

g. In the *Incidental Expenses* field, if the hotel has a restaurant, meals for guests may be added in addition to the lodging charges using local funds only. For information on adding the amount for meals, see #5 below. *(Please see the Notes section for guidance on what meal expenses may be included on the requisition.)*

Incidental Expenses

Provide Details of all incidental expenses

No incidental expenses

h. In *Purpose/Benefit Statement*, provide a statement detailing the purpose for the guests visit to TTU/TTUS and the benefit. For example, if the visitor is a guest lecturer, include information about the event and who will be attending. If a sponsored programs FOP will be used, be sure to include a statement about how the visit benefits the project. Please note, the purpose/benefit statement should be unique to each event, general blanket statements are no longer acceptable.

Purpose/Benefit Statement

Please provide a statement relating to the purpose of the lodging expenses and the resulting benefit to the University. Refer to the How To guide for Guest Lodging for example.

The lodging expenses will be for John Doe, a distinguished lecturer. This will benefit the university by providing an educational experience for students and faculty and will bring recognition to the university on the national level.

4. Once the form is completed, click on *Go* in the upper right corner, and this will create a cart. The cart may be edited just like other TechBuy carts: changing/splitting the FOAPs, adding Internal and External Notes and Attachments, etc. Use the following account codes, depending on the

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type of guest or incidental expenses being authorized:

Guest Type	Expense	Funds	Acct Code
Prospective employee	Lodging	Not permitted on 13, 14, 16C or 16D. Other funds should be verified.	7B5005
Guests (such as speakers or participants)	Lodging	Local funds only	7B7006
Guests (such as speakers or participants)	Individual meals	Local funds only	7B7007

5. To add meals for TTU guests: *(Please see the **Notes** section for guidance on what meal expenses may be included on the requisition.)*
   a. Click on the "Add non-catalog item for this supplier" option.

Overton Hotel and Conference Center   more info...
PO Purchase Order 1
2322 Mac Davis Ln, Lubbock, TX 79401-2219 US
Add non-catalog item for this supplier...

Product Description

1   **guest lodging for John Doe** 📄🔍   more info...

   b. In the dialog box, enter a description, such as "meals for speaker" or "breakfast for speaker."

Add Non-Catalog Item   ? X

Overton Hotel and Conference Center select different supplier
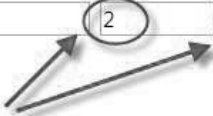2322 Mac Davis Ln, Lubbock, TX 79401-2219 US

☐ Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:
☑ Check this box to customize order distribution information.
Fax   ☐
Email (HTML Body)   ☑ Cynthia.Davis@ttu.edu; cathy.limon@ttu.edu;la
Manual   ☐

Product Description	Catalog No.	Quantity	Price Estimate	Packaging	
Meals for John Doe		2	50.00	1	EA

236 characters remaining   expand | clear

   c. Enter the quantity of days the guest is staying and the amount to be paid for the meals.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging	
Meals for John Doe		2	50.00	1	EA

236 characters remaining   expand | clear

   d. The packaging should always be "1" and then click on ***Save and Close***.

6. The hotel will not charge the guest for any charges associated with the purchase order that are allowable and included on the purchase order. However,the hotel will require the guest to provide a credit card for any incidental expenses not covered by the PO, such as movies, personal long-distance phone calls, etc.

7. The hotel will email invoices to Payment Services, where they will be scanned and attached to the purchase order. The receiving policy for the guest lodging POs will be the same as the standard TTU/TTUS receiving policy. (See the How To Guide for Receiving in TechBuy)

Notes:
- Once a PO for guest lodging is complete, the room will be considered "guaranteed" by participating hotels and will be held for the guest. However, if the guest does not need the room, the department is responsible for canceling the reservation at least 24 hours in advance or the hotel will charge the department for room including city *and* state taxes.
- If the requisition is not completed in time for a PO to be processed and sent to the hotel in advance of the guest's arrival, the room will not be guaranteed and the reservation will not be held by the hotel.

- Other hotels not listed above may be contacted if the guest lodging hotels are all full. Several are already set up in the system, but if the prospective hotel is not, check to see if they will accept a PO. If they will accept a TTU purchase order, you will need to do the following:
   o Ask the hotel for their fax number and a contact name, to make sure that we send the PO to the correct place. New vendor forms may be requested, if needed. TechBuy Support is also available to assist.
   o Use a non-catalog form, and be sure to select the correct hotel in the vendor search field.
   o Enter the same information that is required on the Guest Lodging form—the number of nights lodging, the lodging rate, the name of the guest, the arrival and departure date, and the purpose/benefit statement.

The following expenses and restrictions apply:

- TTU Guests (such as speakers or participants)—*Local funds only*
   o Lodging—TTU guests are not limited to the GSA/State lodging rates. However, departments should try to conserve TTU funds whenever possible by using contract rates when available.

Travel exception forms will not be required when the contract rate is not available.
- o Meals—Meals should be reasonable for one person and tips are limited to 20%. No alcohol is allowed.

- TTU/TTUS Employees (employees headquartered outside of Lubbock and visiting campus for official business) ***Travel rules apply to all payments and reimbursements for travel expenses for TTU employees***
  - o Lodging—Employees are limited to the GSA/State lodging rates. If the contract rate is not available, a completed Travel Exception Form must be attached to the requisition. (If using state-appropriated funds, the overage must be placed on local funds.)
  - o Meals—Meals cannot be added to the requisition. They may be reimbursed through the online travel system.

- Prospective Employees ***Travel rules apply to all payments and reimbursements for travel expenses for prospective employees***
  - o Lodging—Employees are limited to the GSA/State lodging rates. If the contract rate is not available, a completed Travel Exception Form must be attached to the requisition. (If using state-appropriated funds, the overage must be placed on local funds.)
  - o Meals—Meals cannot be added to the requisition. They may be reimbursed through the online travel system.