University of Pittsburgh

Checklist for Hotel Agreements

Hotel Agreements

These procedures are for contracting with a hotel that is not an established Signature Venue or a University-wide contracted supplier. All agreements with any hotel, regardless of dollar amount, must be initiated through the University's contracted hotel program manager, Anthony Travel (Hotel Program Manager). The Hotel Program Manager has authority to negotiate agreements on behalf of the University. Examples: 1) hotel conference or meeting space reservation; 2) room blocks of 10 or more (including reserving a block of rooms which will be paid for by attendees, not the University); and 3) dinners held at a restaurant/bar within the hotel.

All hotel requests should be submitted to the Hotel Program Manager at least four weeks prior to the event/check-in date. This will allow time for the Hotel Program Manager to source the hotel and negotiate rates and terms.

Note, only one supplier can be paid per contract request. For example, if you are contracting with a hotel and are using an A/V supplier who requires a signed contract (even if the payment is being made through the hotel), you must submit a separate contract request for the A/V supplier and enter the contract value of $0 for the A/V supplier. When choosing the second party name, use the A/V supplier name, not the hotel.

The University department submits a conference & event contract request through the Contracts+ module of the PantherExpress System selecting the contract type "Conference & Event Hotel (Room Blocks/Conf Space)."

For Hotel Agreements of Any Dollar Value -

Department has chosen a hotel:

- ☐ Even when the department has decided upon the hotel and it was not sourced by Anthony Travel, the agreement must be obtained by the Hotel Program Manager. The Hotel Program Manager works with the hotel to negotiate favorable terms and conditions for the University.

- ☐ The University department will provide a tax-exempt form to the hotel to remove sales taxes from the hotel agreement (if applicable). The University may not be exempt from occupancy tax in the state where the hotel is located.

- ☐ The University department must review all event details, terms, and conditions in the hotel agreement carefully to understand the entire hotel agreement.

- ☐ The contract request through Contracts+ must include:

    - If the hotel is new or inactive in the PantherExpress System and the payment method will be through -
        - OneCard enter the "Conference & Events Only" supplier option into the Second Party field. No W-9 or SVF required.
        - Check, ACH or Virtual Card - a completed supplier verification form (SVF) and W-9.

    - For OneCard payments – enter the "Conference & Events Only" supplier option into the Second Party field in the General Information Section of the Contract Request. The authorized supplier signer's name, title and email address are still required.
    - For check, ACH or Virtual Card payments ~~both payment methods~~ – when the hotel is new or inactive in the PantherExpress System:
        - In the contract request, for the question "Does the Second Party or Supplier/Provider name exist in the search box above?," select "no." Contracts+ will prompt the requester to attach the W-9 and /or SVF to the contract request, as necessary.
        - The University department approver will approve the contract request.

- It will route to Purchase, Pay & Travel Customer Service and then Payment Processing & Compliance for supplier setup.
- Once the hotel is active in the PantherExpress System, the contract request will route to the Hotel Program Manager.

▪ The UNSIGNED hotel agreement, once the Hotel Program Manager obtains the agreement from the hotel. Purchasing Services must sign hotel agreements, do not sign at the departmental level. The hotel agreement must be obtained from the hotel by the Hotel Program Manager. Do not obtain the hotel agreement yourself.

▪ A properly completed and approved directed or sole source justification form if the total hotel agreement amount exceeds $15,000. This includes room blocks where participants pay for their own rooms. Ensure you use the most recent form available at the link above.

▪ An accurate certificate of liability insurance (COLI), if required, see COLI section below.

☐ The Hotel Program Manager will work directly with the requesting University department as the hotel agreement is negotiated. After agreement negotiations, the University department will be asked to acknowledge hotel terms.

☐ The Hotel Program Manager will route the contract request to the University department approver for approval through Contracts+.

☐ The contract request will route through Contracts+ to Purchasing Services upon University department approval. The Purchasing Services contract administrator will review all supporting documentation and request any necessary additions and/or corrections. The hotel agreement will then route to the Purchasing Services Conference and Events senior buyer for review.

☐ After the senior buyer's review, the contract request moves to the Purchasing Services authorized signer, and then to the hotel for signatures.

- Once the hotel agreement is fully executed, the University department may sign any follow-up banquet event orders.

☐ After signatures by both Purchasing Services and the hotel, the Contracts+ record will change to a contract status of "Executed: In Effect." At that time, the required deposit or payment can be made in accordance with the Payment guidance below.

☐ The University department should follow and monitor the hotel agreement through the workflow process until it is in "Executed: In Effect" status.

Department has NOT chosen a hotel:

☐ The University department submits a conference & event contract request through the Contracts+ module of the PantherExpress System with no attachments.

☐ The Hotel Program Manager will work directly with the University department to source the hotel. Upon the University department's acceptance of the chosen hotel, the Hotel Program Manager will negotiate the hotel agreement (the University department will be asked to acknowledge hotel terms) and collect the COLI from the hotel.

☐ The University department must review all event details, terms, and conditions in the hotel agreement carefully to understand the entire hotel agreement.

- ☐ If the hotel is new or inactive in the PantherExpress System, the Hotel Program Manager will collect from the hotel a W-9 and supplier verification form, if the payment method will be any form other than a OneCard, and attach both to the contract request. The University department requestor will need to attach a properly completed and approved directed or sole source justification form, if applicable. The Hotel Program Manager will route the contract request to the University department approver for approval through Contracts+. The contract request will then route through Contracts+ to Purchase, Pay & Travel Customer Service and then Payment Processing & Compliance for supplier setup. Once the hotel is active in the PantherExpress System, the contract request will route to Purchasing Services.

- ☐ The Purchasing Services contract administrator will review all supporting documentation and request any necessary additions and/or corrections. The contract request then routes to the Purchasing Services Conference and Events senior buyer for review. The hotel agreement then moves to the Purchasing Services authorized signer for signature and then to the hotel for signature.

    - Once the hotel agreement is fully executed, the University department may sign any follow-up banquet event orders.

- ☐ After signatures by both Purchasing Services and the hotel, the Contracts+ record will change to a contract status of "Executed: In Effect." At that time, a request for payment may be submitted in accordance with the Payment guidance below.

- ☐ The University department should follow and monitor the request throughout the workflow process until it is "Executed: In Effect" status.

Certificate of Liability Insurance (COLI):

- ☐ If alcohol will be served in any capacity, including cash bars, obtain a COLI meeting liquor liability requirements.

- ☐ If minors will be in attendance, obtain a COLI meeting sexual abuse and molestation coverage requirements.

Alcohol:

If alcohol is served at University-sponsored events, including cash bars (e.g., the University is not paying for the drinks, but alcohol is still being served in connection with the event), then the University department is required to provide the following supplemental items with their expense report if using the OneCard for payment or with the payment request through the Contract Payment Form in the PantherExpress System:

- ☐ The University department is required to obtain written exception approval in accordance with University Policy FN 28.
    - See the "General" section of the Expense Reimbursement Eligibility Quick Reference Guide at the end of the policy for more information. A list of exception approvers can be found at the beginning of the policy.
    - This approval does NOT need to be submitted with the contract request.

List of Attendees:

If University employees are attending an event then the University department is required to provide the following supplemental items with their expense report if using the OneCard for payment or with the payment request through the Contract Payment Form in the PantherExpress System:

- ☐ A list of attendees, including non-University employees, is required to comply with IRS provisions, in accordance with

University Policy FN 28.

- See the "Business purpose meals, meetings, and events" in Section I of the policy for more information.
- This approval does NOT need to be submitted with the contract request.

Payments:

Each hotel agreement should use only one payment method for the life of the executed hotel agreement.

Note: Payments are not processed by Purchasing Services. Payment methods are by OneCard or through Payment Processing and Compliance. Questions on how to make payments should be directed to PPT Customer Service

Departments may use a OneCard or submit a Contract Payment Form**:**

- *OneCard Payment*: If the OneCard has sufficient transaction limits, provide the hotel with your OneCard information and then process the charge using Concur. Attach a copy of the fully signed hotel agreement, an invoice(s) and any other necessary supporting documentation (such as alcohol approval or a list of attendees) to your expense report.

- *Contract Payment Form*: Once the Contracts+ record has a status of "Executed: In Effect," the University department requestor must create and submit a Contract Payment Form (under Specialty Forms in the PantherExpress System) and attach any necessary supporting documentation (such as alcohol approval or a list of attendees). The University department requestor must submit the invoice(s) against the Contract Payment Form purchase order through the "create invoice" process.