

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

BEVILL CENTER HOTEL LODGING POLICY

- Number** 03.02.11
- Division** Student Affairs – Bevill Center
- Date** May, 2017
- Purpose** To provide discounts to University departments when paying for guest's stays using a UAH budget transfer or Foundation check.
- Policy** University departments are provided discounts when paying for guests who are staying for university-related business.
- Procedures**
1. The UAH department is to contact the Bevill Center Front Desk at 256-721-9428 to make the hotel room reservation. The UAH department will receive a discounted rate for their guest's stay when paying with a UAH budget transfer, or Foundation check.
 - The UAH department will be required to provide the guest's name, address, phone number and reason for visit when making the reservation.
 2. The Bevill Center Front Desk will provide the department with a confirmation number for their stay.
 3. Upon receiving the confirmation number, the requestor must fill out a "Pre-Approved Request for Bevill Center/University Dining Services" form and submit it to the UAH Accounting Office. This form is available on-line on the UAH website under "Accounting and Financial Reporting" forms_ www.uah.edu/finance/forms.
 - The Pre-Approved Request for Bevill Center/University Dining Services form must state if the UAH department or guest will be responsible for incidental room charges. If not listed, the guest will be required to provide a credit card upon check-in.
 4. The UAH Accounting Office will review the document and take the following action:
 - Assure that there is adequate funding to cover the event
 - Verify that the request falls within the guidelines of those that can be paid through state funds
 5. The UAH Accounting Office staff will contact the department if there are any questions or discrepancies on the request form.

6. Upon approving the form, the UAH Accounting Office will forward the signed request form to the University Dining Sales Office for processing. It is the department's responsibility to ensure that the Pre-Approved Request for Bevill Center/University Dining Services signed by UAH accounting is received the day prior to the guest's arrival. If the Pre-Approved Request for Bevill Center/University Dining Services form cannot be signed prior to the guest's arrival, a credit card number will be required when the guests checks in.

7. At the conclusion of the guest's stay, the University Dining Sales Office will make any necessary adjustments to the Pre-Approved Request form and return to the UAH Accounting Office for payment. Additionally the University Dining Sales Office will contact the event requestor of the changes made and follow up with a copy of the adjusted Pre-Approved Request form.

8. If a billing discrepancy occurs, the department is to contact the sales office to discuss the matter. If further adjustments are to be made after the processing of payment this shall be done through a UAH transfer authorization form.

Review

The Vice President for Student Affairs is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

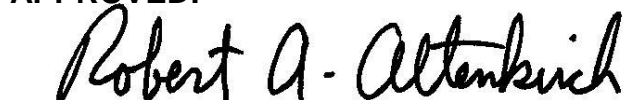


Chief University Counsel



Vice President for Student Affairs

APPROVED:



President