

Infectious Diseases Resources

Pre-Pay Hotel Reservation

Purpose: The purpose of this page is to provide guidance to end users on how to submit a request to Infectious Disease Administration to charge a hotel reservation directly to a BMC account. These instructions are for Boston Medical Center accounts only.

A. Timeline:

- a. Infectious Diseases Administration requires requests be submitted at least **4 weeks** prior to the start of the trip. This is standard practice when using a BMC institutional credit card for a hotel reservation.
 - i. If your request is within **4 weeks** of the registration deadline, please follow the instructions for requesting reimbursement after the conference takes place (*Infectious Diseases Resources - Reimbursements*).

B. Prior approval:

- a. Prior to submitting your request to ID Admin, you must obtain approval from the appropriate personnel (Chief/AD for departmental accounts or PI/Grant Manager for research accounts). As part of this approval, you must receive confirmation of the BMC Posting Project number the conference registration will be charged to.
 - i. Examples of BMC Posting Project numbers include, BMC research grants (i.e. 1.10201100.43xxxxxxx) and Section Accounts (3.3191800x.319xxxxxx)

C. Submit your Request:

- a. **Step 1:** Contact your preferred hotel to book your reservation. Notify them that you will be using a company card for the hotel reservation and that you need a **credit card authorization form** and a **confirmation number** for your reservation.
 - i. Please note: Initially, you will be required to make the reservation with a personal credit card. Once the authorization form is complete and sent to the hotel, the authorization form will replace the card on file.
 - ii. Please note: The BMC institutional credit card can only cover expenses for lodging, taxes & fees (no room service, etc.).
- b. **Step 2:** After receiving confirmation of your reservation from the hotel, provide the following information to the Infectious Diseases Administrative Coordinator via email:
 - i. Credit Card Authorization Form (provided by the hotel)
 - ii. Documentation of your reservation confirmation with the hotel. Information must include:
 1. **Name of Hotel**
 2. **Location of Hotel**
 3. **Dates of Travel**
 4. **Confirmation Number**
 5. **Anticipated cost** of your hotel stay (provide a quote for the reservation)

- a. Include the daily **lodging rate + applicable taxes & fees**
- 6. **BMC Posting Project #**
- 7. **Approval** from Chief/AD or PI/Grant Manager in writing with correct **BMC Project #** (i.e. forwarding along the email approval)
- 8. If the hotel will be expensed to a research account, provide a **brief description** of why this conference benefits the project being charged.
- c. **Step 3:** The Administrative Coordinator will submit the request via the Accounts Payable e-portal, requesting that an AP associate complete the Credit Card Authorization Form.
- d. **Step 4:** Once AP completes the Credit Card Authorization Form, the hotel reservation and confirmation is complete.
- e. **Step 5:** The end user/traveler must confirm with the hotel that the Credit Card Authorization Form was received. They must also inform the hotel of the following information:
 - i. **The end user/traveler will not physically have the credit card upon checking into the hotel**
 - ii. The institutional credit card can only cover expenses for lodging, taxes & fees

D. Other Important Information:

- a. Please note: Non-lodging charges at the hotel (room service, etc.) are not permitted when using the AP credit card. Those charges would need to be submitted for reimbursement after the travel takes place by providing an itemized receipt of the expenditures or covered by a Meals & Incidentals per-diem request (submitted prior to travel).
- b. Please note: An end user/traveler is not allowed to pre-pay a hotel payment via the AP credit card AND collect a lodging per-diem. The end user/traveler must choose one payment option.
 - i. FYI – Lodging per-diems are currently only available to Faculty.