



6.2.6 Contract Lodging

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: September 2008
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: September 2008

I. Purpose

To establish the selection of and responsibilities of contract lodging vendors selected by UT Health San Antonio and their designees.

II. Scope

This policy applies to all individuals engaging in official UT Health San Antonio travel.

III. Policy

A. State Contract Lodging

The Texas Building and Procurement Commission (TBPC), Division of Travel and Transportation, negotiates agreements with lodging vendors across the United States. In order to be awarded a contract with the State of Texas, hotels must offer a certain discount percentage off their standard rack rates and must offer at least 20% of the hotel's total single room inventory at these discounted rates, based on availability. In many instances, contract hotels have offered more than the required discount and there is no limitation on the number of rooms available to state travelers. Some offer free meals, airport transportation, newspapers, etc. Some hotels may extend discounted rates to state employees for personal travel, however that option is not a part of the contract. These properties should be used unless a lodging vendor is used that is less expensive, more convenient, safer, and/or better suited to the traveler's business needs. The reason(s) for not using a contract lodging vendor must be indicated on the State of Texas Travel Contractor Usage Statement.

6.2.6 Contract Lodging

B. Texas State Occupancy Tax Exemption Certificate

Institutions of higher education are exempt from State taxes when staying at hotels/motels within Texas. A State of Texas Occupancy Tax Exemption card may be required by the hotel.

C. Reservations

In all reasonable circumstances, lodging reservations should be made through Corporate Travel Planners, Inc. (CTPI); exceptions include circumstances in which a traveler is attending a professional conference, which requires or suggests the use of the organization's housing bureau. The contract agency will assist travelers in appropriate use of contract lodging vendors.

D. Additional Information

Information on state lodging rates, as well as a complete list of lodging vendors is available at the [Financial Affairs Operations - Contract Lodging SharePoint page](#).

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
09/2008	Policy Revision		