



**I. 6.2.6 Contract Lodging**

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| 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  |

**II. Purpose**

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

**III. Scope**

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

**IV. 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.

**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.

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### 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](#).

### V. Definitions

*There are no defined terms used in this Policy.*

### VI. Related References

*There are no related documents associated with this Policy.*

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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