

4.1.1 Hotel Rooms

- * Conference Hotel Preferred 1st Option; Government/Conference Rate Preferred (may choose less expensive alternative but choice may not excessively increase in-town transit costs.)
- * Room choice should be standard, single occupancy. (Double OK if no additional fees.)
- * Share Room w/Co-workers - Agency Decision
(One Employee Pays Total on Hotel Bill; Other Employee Has No Charges)

Tips: Bags/Bellhop \$2-\$3/large, checked bag upon arrival and/or departure
Housekeeping \$2-\$3/night (excluding 1st & last night.)
Written on Hotel Receipt with corresponding evening. (0400-03)

NOT COVERED: Listed but not limited to the following:

- * Additional charges for persons not related to state business
- * Upgraded rooms; extra services; etc. (Personal responsibility of employee.)
- * No cleaning fees, non-refundable deposits, service charges/fees, etc with rentals.

**** MANUAL REQUIRED:**

- * If Co-workers Receive a Split Hotel Payment Receipt (Not recommended)
- * Resort Hotels w/Condos, Villas, Airbnb, etc
(Advance Notice, Valid Documentation, Comparable to Standard Hotel Rate)