

DIRECT BILLING / PAYMENT PROCEDURE FOR LOCAL LODGING PROVIDERS

UNIVERSITY OF WEST GEORGIA – CARROLLTON, GEORGIA

Current Lodging Facilities Participating (10/14/16):

- Carrollton Courtyard by Marriott
- Holiday Inn Express
- Hampton (Hilton) Inn

PROCEDURES:

- UWG department will submit (scan, fax, deliver) to local lodging provider an approved Travel Authorization Form prior to confirmation of lodging reservation to include the following ***required*** information:
 - Name and address of traveler
 - Dates of lodging requested (depart/return) based on justified business travel
 - UWG Departmental Contact Information – Name, email, and phone number
 - Account chartstring to be utilized for funding
 - Sufficient funding to cover lodging and transportation tax only
 - Approval signature
- Upon check in, lodging facility must verify that an approved Travel Authorization Form is on file to utilize the direct billing procedure. If travel authorization is not on file, traveler will be expected to pay “out of pocket” at end of lodging and seek reimbursement through their sponsoring UWG department.
- Lodging rate invoiced should be the Georgia Governmental Rate (based on room availability) **OR** the UWG negotiated rate, whichever is the lesser nightly rate. Since payment for direct billing will be provided via institutional system check or ACH direct deposit, no taxes should be charged on lodging invoice to UWG. Each local lodging facility should have on file a Georgia Sales & Use Tax Exemption Certificate and Hotel/Motel Occupancy Tax Exemption Certificate for UWG. Mandatory \$5.00 per night GA transportation fee is acceptable.
- Traveler will be held responsible for any incidental expenses such as parking, room service, internet, etc incurred during stay.
- UWG departments must notify local lodging provider 24 hours in advance of requested check-in date to cancel reservation.
- Upon completion of lodging stay, local lodging provider will send final invoice and copy of approved Travel Authorization to the UWG Travel Services Office in Aycock Hall for payment processing. Preferably, invoices should be scanned/attached to email for electronic billing. As an alternative method, invoices may be faxed (678-839-6391) or mailed. Email with attachments should be directed to Lisa O’Neal at loneal@westga.edu.
- ***NOTE: NO PAYMENT WILL BE PROCESSED WITHOUT APPROVED TRAVEL AUTHORIZATION BEING PROVIDED BY THE LODGING FACILITY.***
- Upon receipt of lodging invoice with approved Travel Authorization, the UWG Travel Services Office will process payment remittance based on provided account chartstring and signature approval.
- Should invoice fail budget validation upon payment submission, UWG department will be contacted by the UWG Travel Services Office to submit budget amendment which may delay vendor payment.
- Based on State of Georgia instructions, the preferred method of payment to local lodging providers for direct billing is via ACH Direct Deposit. A “Vendor Direct Deposit Authorization Form” must be completed to establish this method of immediate payment.
- Effective date for business procedure implementation will be Nov 1, 2016.