PRE-PAYMENT OF LODGING EXPENSES

- Departments may request “pre-payment” of lodging expenses for employee, student, and non-employee travel.
- Lodging facility must provide a “pro-forma” invoice with the following information to the department:
  - Name and address of the lodging facility
  - Name of traveler
  - Arrival and departure dates
  - Reservation confirmation number if available
  - Detail of room lodging rate with applicable taxes/fees identified
  - Total invoice “pre-payment” amount due
  - If “pro-forma” invoice is not available, the above information may be provided by lodging facility on letterhead memorandum
  - Quotations from lodging websites, emails, and 3rd party travel services will not be acceptable for pre-payment.
- Department must verify that the lodging facility has a valid Vendor ID assigned within the PeopleSoft system. If not, the department must obtain a completed Vendor Profile and W-9 Form for a Vendor ID to be established.
- Department will submit a Check Request Form marked as “Special Handling” with valid account chartstring, copy of pro-forma lodging invoice, and approved Travel Authorization for the traveler(s). Checks will only be issued in the name of the lodging facility, and must be picked up by traveler or department representative at the Cashier’s Office in Aycock Hall. Photo ID will be required.
- Departments should submit pre-payment check request(s) a minimum of ten (10) business days prior to traveler’s departure date. Payment processing requires a minimum of five (5) business days once a Vendor Id has been established and all documentation has been received.
- For Georgia “In-State” lodging requests, no state taxes may be paid with institutional check. NOTE: Traveler will be responsible to provide both a Georgia Sales & Use Tax Exemption Certificate and Hotel/Motel Occupancy Tax Exemption Certificate upon check-in at the lodging facility. Both forms are available on the Travel Services website under “Forms”.
- For “Out of State” lodging requests, all applicable taxes will be paid as indicated on the pro-forma invoice.
- The traveler or departmental assistant designated for “special handling” will be required to pick up the check from the Cashier’s Office in Aycock Hall. Photo identification and signature will be required to receive check.
- With departmental approval, the pro-forma invoice may include other travel related reimbursable items such as parking, internet, resort fees, etc. Non-reimbursable items such as room service, meals/beverages, movies, etc are not permissible.
- For pre-payment consideration, the total of the lodging facility pro-forma invoice must be $200.00 or greater.
- If multiple employees are traveling to the same conference or event, the department may include all travelers on the Check Request. However, individual names should be identified on the lodging facility pro-forma invoice(s) and separate approved Travel Authorizations submitted.
- In case of late cancellation or rate revisions which create an overpayment balance with the lodging facility, the department is responsible for obtaining the refund or difference (preferably by check) to the University of West Georgia. Reimbursement should not be issued to individual travelers nor as credits to be used for future lodging.