

EMERGENCY HOTEL USE

Section: Business Operations

Policy: This policy outlines the process for making reservations at partner hotels and the subsequent billing process that occurs when lodging is utilized at these listed partner hotels.

Purpose: Occasionally, lodging is needed for University Housing students and/or staff in the case of an emergency.

Scope: This policy applies to staff/students who may need a reservation for lodging at a partner hotel. This also includes associated parking costs. Any other charges are the responsibility of the staff/student occupying the space. This policy does not pertain to candidate travel. See non-employee travel policy for candidate travel. See also room changes policy for emergency room change procedures for student rooms.

Procedure:

I. Reservation

- A. If an accommodation is needed, staff will reach out via the supervisory chain to their respective housing management team (HMT) associate director/director.
 1. Individual reservations will be made by HMT members.
 2. Group reservations will be made by the executive director or a director.
 3. A hotel list will be shared with HMT and updated annually. Only HMT and other appropriate staff members should have access to this file.
- B. The HMT member will email the purchasing manager, copying the associate director for housing business and human resources, the following:
 - Guest name
 - Guest room # (if applicable)
 - Check-in date/time
 - Anticipated check-out date/time
 - Housing location from where the guest is being relocated (if applicable), and
 - Purpose of stay
- C. The HMT member will provide details (e.g., room number assigned, check-in/out information, parking instructions) to student/staff utilizing the hotel space.
- D. A personal credit card may be asked of the staff/student in the event staff/student wishes to charge meal services and/or if damages occur; however, it is not required for the reservation.

II. Checking out

The HMT member will follow up with the purchasing manager, copying the associate director for housing business and human resources, when the student/staff checked out and verify the number of nights stayed.

III. Billing

- A. At the Georgia Center, University Housing will be billed at the rate noted in the MOU.

1. HMT members will direct the Georgia Center to send the direct charge authorization form (DCA) to the purchasing manager, copying the associate director for housing business and human resources.
- B. All other partner hotels will be directed by the reserving HMT member to send an invoice to the Housing Business Office at HSG-Business@uga.edu, unless a purchase order is required due to need of contract signatures and/or terms and conditions. Please reach out to the purchasing manager, copying the associate director for housing business and human resources, when this occurs.

Revised and approved by management team: April 8, 2025
Created and approved by management team: Oct. 11, 2022