

## Information Regarding Local Lodging Facilities

Hyatt Place in Eagle Village is the UMW preferred hotel partner. All members of the UMW community should use this contract exclusively.

The room rate and taxes are the ONLY charges that can be direct billed to UMW. Restaurant, phone calls, movies, and miscellaneous charges will need to be paid by the traveler. Be sure to let the traveler know this information. Forward a copy of the completed and approved Request for Travel Form to the Accounts Payable Manager in Eagle Village, Suite 480.

**The State and or Government rate should never be requested. This can and will be a point of confusion with the reservation and impacts accurate tracking as well.**

### If Calling the Hotel or Hyatt Reservations (800-55 HYATT)

- Reservations should be made requesting the "**UMW Billed To**" rate, code #CR09904.
- This rate is the same as the State Per Diem rate and indicates that the room is UMW and being direct billed.
- Request direct billing and provide the department to be billed and your name.
- If this rate is not available, the State rate will not be available.
- If the UMW *Billed To Rate* is not available, you may request the UMW Friends & Family rate, code #CR51847.
- Please provide the department to be billed and your name as authorization for billing.

**These codes relate to contracted rates that are only for reservations being billed directly to UMW. Please do NOT provide this code to individual travelers as their rate will not be honored and will be changed to the prevailing retail rate of the day.**

### If Reserving On-line

- Choose the location and date(s), then click the dropdown box *Corporate or Group Code*, select *Corporate or Group Code* and enter CR09904.
- The rooms option screen will show a tab titled University of Ma from \$94 and you can choose any room type available.
- If the rate is not available, you will receive the following message

**Unfortunately, this hotel is not available during those dates. Explore other available hotels below, or modify your search. If you need further assistance, please contact us.**

- If the rate is not available you may **Modify Search** and change the *Corporate or Group Code* to CR51847 for the UMW Friends and Family rate of \$102.00.
- Request direct billing and provide the department to be billed and your name in the *Special Requests* section.
- When booking on-line, a credit card is required to secure the reservation.
- Once the reservation is made forward the reservation, via email, to [andrew.staude@hyatt.com](mailto:andrew.staude@hyatt.com) WITH a cc to [dcash@umw.edu](mailto:dcash@umw.edu).