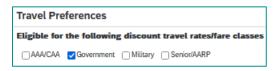
Travel Booking Tool: Lodging

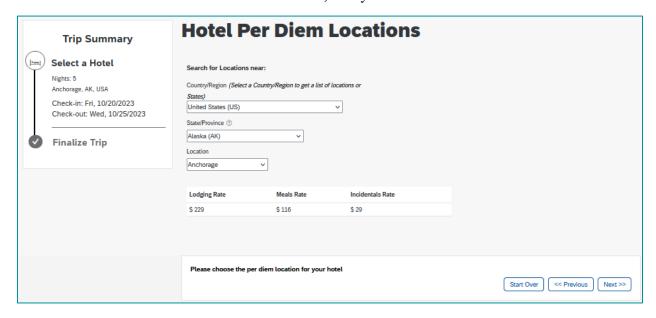
If booking from Request, the booking tool populates with the information provided in Expected Expenses. If booking from Travel, the user enters the search parameters in the booking tool. The rates listed in the booking tool are based on the rates vendors provide the GDS minus any UA discounts.

Users can select additional discount classes for which they are eligible in their Profile Settings under Travel Preferences. If the "Government" discount is selected, the booking tool provides federal and state government rates available through the vendor. Unless users are eligible for federal or other state government rates/discounts, we recommend unselecting this preference before booking out of state travel.

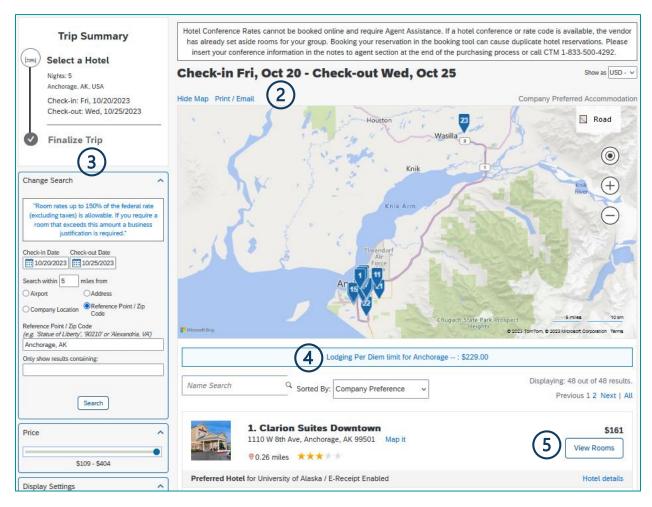


Users can book hotel rooms through the booking tool. Currently, non-hotel vendors such as Airbnb and VRBO are not supported by the Concur booking tool. The user must book non-hotel lodging directly with the vendor or through a third-party (e.g. Expedia). However, users can sync some of these vendor accounts with Concur through the App Center which provides access to e-receipts and itinerary information.

1. On the Hotel Per Diem Locations screen, verify the information is correct and select Next

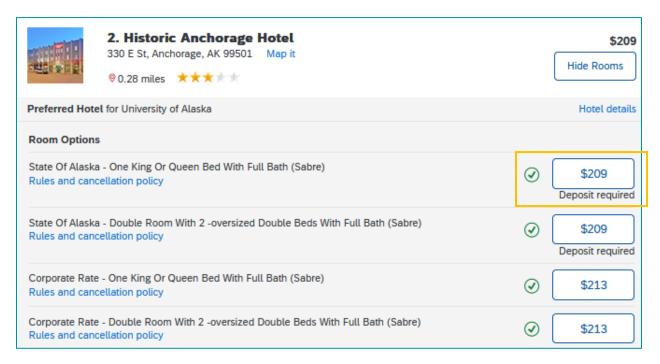




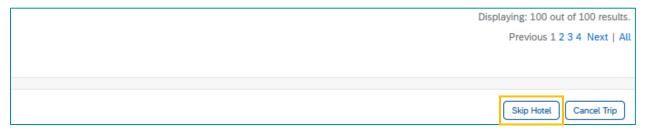


- 2. Map Narrow search results by location
- 3. Left Filter Fields
 - a. Open "Change Search" to adjust dates and location
 - b. Narrow search results by price, property brand, and amenities
- 4. The GSA nightly lodging rate assigned on screen one is listed at the top
- 5. "View Rooms" View the full list of available rooms and their corresponding rates
- 6. Select the room rate to book (green check mark indicates within the allowable rate)





7. Scroll to the bottom of the page for the option to "Skip Hotel"





Regulatory Guidance

This section only covers some key regulations and polices regarding lodging. See the Travel Regulations on the <u>UA Travel</u> website for all applicable UA travel regulations.

Individual campuses and departments may have additional policies and restrictions not covered in this manual. Employees should familiarize themselves with these where applicable.

Allowable Rate

Allowable cost for lodging is up to 1.5 times the GSA rate for the business location. Lodging costs more than this allowance require a business justification. Otherwise, any additional amount is considered a personal expense. (Ro5.02.060(11)(d))

Allowable cost for unreceipted non-standard lodging is 15% of the GSA rate for the business location rounded up to the nearest dollar. Non-standard lodging includes camping, university facilities, staying with friends or relatives, or other similar accommodations. Receipted non-standard lodging is reimbursable at actual cost. (Ro5.02.060(11)(e))

Note: Home rental vendors such as Airbnb and VRBO are considered commercial lodging, not non-standard lodging.

Tax Exemption

UA employees should receive tax-exempt status in Alaska when paying with a UA corporate card (e.g. travel card or ProCard). UA receives tax-exempt status because we are a political subdivision of the State. If needed, our tax-exempt documents are found under "Tax Exempt Documentation" on the <u>Travel Card Program</u> section of the <u>UA Travel</u> website.

It is best to communicate UA's tax-exempt status to hotel staff at check in. If the receipt indicates taxes were charged, please contact the hotel to have it corrected. The department travel coordinator can help with this. Contact the campus Travel Administrator or the Systems Office if the hotel will not refund the taxes.

Note: It is difficult to enforce our tax-exempt status with home rental vendors such as Airbnb and VRBO. With these vendors, much of the responsibility of applying tax exemptions falls on the host and not the company.