

October 2016



BRC T&E Blast

## Hotel Direct Bill Pilot Program

Here's a great new option to reduce out-of-pocket hotel expense for your UC business travelers: have their daily room rate and tax direct billed!

### How would the hotel direct bill program benefit my department?

- The program is available for both employees and non-employees on UC business.
- **Touchless** – upon receiving payment information from BCD Travel, the hotel will charge the traveler's lodging directly to UCOP for the business dates requested.
- **Seamless** – an email confirmation is sent to the traveler, department, and the UCOP BRC T&E Team once lodging has been secured.
- No personal liability to the traveler.

### How can we participate?

UCOP is currently piloting the hotel direct bill program on a limited basis, with two hotels:

- Courtyard by Marriott in downtown Oakland (one block from UCOP)
- Residence Inn in La Jolla (near UCSD)

\*Coming Soon: Marriott Riverside

Have business meetings or events coming up in Oakland or La Jolla? Give the virtual hotel program a try! Contact BRC Travel & Entertainment (T&E) Lead Mark Lozano for more information at [mark.lozano@ucop.edu](mailto:mark.lozano@ucop.edu).



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