



AUGUST 2017 – UCOP PREPAID LODGING PROGRAM

Building on our very successful direct bill airfare program and in response to numerous requests, UCOP is now offering a process for prepaid lodging with a select group of handpicked hotels. This prepaid (virtual card) program reduces out-of-pocket lodging expense for your UC business travelers.

How will the prepaid lodging 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 Travel & Entertainment (T&E) Team once lodging has been secured.
- No personal liability to the traveler.

How can we participate?

UCOP currently has a prepaid lodging process in place with the following hotels:

- Courtyard by Marriott in downtown Oakland (one block from UCOP)
- Residence Inn in La Jolla (near UCSD)
- Marriott Riverside (near UC Riverside)
- Hotel Angeleno (near UCLA)
- Algonquin Hotel (NYC)
- Courtyard by Marriott, Embassy Row (Washington, D.C.)
- Courtyard by Marriott, Sacramento (near UC Davis and State Gov. Relations)

Have business meetings or events coming up near one of the locations listed above? Give the virtual card hotel program a try! Contact the BRC T&E Lead Mark Lozano for more information at mark.lozano@ucop.edu or complete the prepaid lodging form located on under [Travel and Entertainment Forms](#) on our BRC website.



YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

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