
LOCAL LODGING & CONFERENCE SERVICES CONTRACT KICK-OFF

February 15th, 1-2 pm, Carruthers Hall, CARR 1&2, 1001 Emmet Street, Charlottesville, VA

AGENDA

Local Lodging & Conference Services

- Introductions
- Staff Roles (Travel & PSDS)
- UVA Travel Website
- Order Confirmation Document
- Cancellation Reminder
- Travel Expo Update
- Supplier Diversity



TRAVELUVA

INTRODUCTIONS

Suppliers, Buyers, Travel and PSDS

February 15, 2024



WHO DO YOU CONTACT?

Email: Travel@virginia.edu

UVA Staff Roles



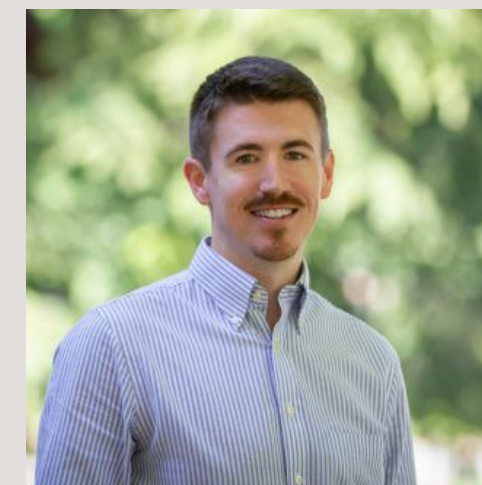
Danae Polemi,
Travel Contract Administrator/
Travel & Expense Program
Analyst



Raegan Harouff Gaye,
Asst. Director of Travel & Expense



Sara Johnson-Ward,
PSDS Contract Officer / Central Buyer



Devon Stribling,
PSDS Services & Athletics Category
Manager



Chailey Hench,
Travel & Expense Program Analyst



Ajoni Wynn-Floyd,
Community Engagement Coordinator



MAKING BUSINESS TRAVEL PERSONAL



TRAVEL UVA WEBSITE

Individual Reservations:

- Book through TravelUVA's Concur Online Booking Tool.
- Call the hotel after booking to pay with a T&E card or provide the card via secure link.

Travel Planning

Air & Rail Lodging Vehicle Rental Ground Transportation

International Travel Booking Travel Paying for Travel

TRAVELUVA

Launch TravelUVA **Travel Contracts**

Group/Event Reservations:

- Call or email the hotel contact.
- Review the Executive Summary of the Contract.
- Preferred method of payment is T&E card

Bookmark It!

<https://uvafinance.virginia.edu/travel-planning/booking-travel>

TRAVEL CONTRACTS


21 Hotel Properties

- **View:**
 - Contract Dates
 - Hotel Contact
 - Executive Summary of the Contract
 - Amenities
 - Contract Discounts
 - Blackout Dates
 - Conference Room Pricing
 - Attrition & Cancellation Terms

CONFERENCE & LODGING SERVICES (LOCAL)							
Vendor	Shuttle Services	Conference Services	Virginia Green Certified	Suite Available	On-Site Dining	Complimentary Breakfast	SWaM Vendor
+ Boar's Head Resort	No	Yes	No	No	Yes	No	No
+ Country Inn & Suites Charlottesville	No	Yes	No	No	No	Yes	No
+ Courtyard Marriott UVA Medical Center	No	Yes	Yes	No	Yes	No	No
+ DoubleTree by Hilton	Yes	Yes	No	No	Yes	No	No
+ Draftsman Hotel	No	Yes	Yes	No	Yes	No	No
+ Fairfield Inn & Suites Downtown University Area	No	Yes	No	No	No	Yes	No
+ Graduate Charlottesville	No	Yes	Yes	No	Yes	No	No
+ Hampton Inn & Suites @ the University	Yes	Yes	No	No	No	Yes	No
+ Hampton Inn Charlottesville	Yes	No	No	No	No	Yes	No
+ Hilton Garden Inn	Yes	Yes	Yes	No	Yes	No	No
+ Holiday Inn Express and Suites, Charlottesville	No	Yes	No	No	No	Yes	No
+ Holiday Inn Monticello	No	Yes	No	No	Yes	No	No
+ Holiday Inn University Area	Yes	Yes	Yes	No	Yes	No	No
+ Homewood Suites	Yes	Yes	No	No	No	Yes	No
+ Kimpton The Forum Hotel	No	Yes	No	No	Yes	No	No
+ Little Mod Hotel	No	No	No	No	Yes	No	No
+ Oakhurst Inn	No	Yes	No	No	Yes	No	No
+ Omni Charlottesville Hotel	Yes	Yes	Yes	No	Yes	No	No
+ Quirk Hotel Charlottesville	No	Yes	No	No	Yes	No	No
+ Residence Inn By Marriott Charlottesville Downtown	Yes	Yes	Yes	No	No	Yes	No
+ Sonesta ES Suites Charlottesville University	No	No	Yes	No	No	Yes	No

<https://uvafinance.virginia.edu/resources/travel-contracts>

EXAMPLE: ORDER CONFIRMATION DOCUMENT

RFP No.	ORDER DATE	Contract Number	Order Number	Order Confirmation		
RFP#UVA-00080-SW052523		UVA-AGR-3384				
		University of Virginia Event Name: Event Dates: Event Time: Booking Event Number: Is this a Courtesy Block? No	University Address The Rector and Visitors of the University of Virginia 1001 N. Emmet Street Charlottesville, VA 22903 (434) 456-7890	Hotel Address		
UVA Staff Contact	Title	Department	Email Address	Telephone Number	Mobile Telephone Number	Payment Terms
						T&E Card
Hotel Staff Contact	Title		Email Address	Telephone Number	Mobile Telephone Number	Reservation Due Date
Lodging						
Date	Room Type	Number of Nights	Responsible Party	Rate	DISCOUNT	LINE TOTAL
	Queen					
	King					
	Premium King					
	Junior Suite					
	Suite					

- Departments may initial the confirmation
- Refer to the Executive Summary for cancellation and attrition terms
- Separate OCD for each group/event
 - Additions or edits should be made on the same OCD

UVA Department Initials _____	TOTAL DISCOUNT	
Hotel Initials _____	SUBTOTAL	
	SALES TAX %	
	TOTAL	

The terms and conditions contained within the Master Agreement between the University and Hotel apply (Agreement created in response to University RFP#UVA-00080-SW052523 for Local Lodging and Conference Services).
 Contract Information including rates, cancellation fees, and attrition fees are available on the purchasing website: <https://uvafinance.virginia.edu/travel-planning>

Don't forget.

**Mark your Calendar for Attrition
and Cancellation Deadlines!**



TRAVEL & EXPENSE EXPO 2024

- What to Expect
 - Vendor Fair
 - Giveaways
 - Workshops
 - Passport Services
 - Door Prizes
 - And More!



SUPPLIER DIVERSITY



SWaM Certification

The Small, Women-owned, and Minority-owned Business (SWaM) certification program is a state program of the Commonwealth of Virginia. The purpose is to enhance procurement opportunities for SWaM businesses participating in state-funded projects. If you are interested in learning more.

SUPPLIER DIVERSITY

Contact Information

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THANK YOU!

Happy Travels

