Tips When Making Hotel Reservations and Checking Into Hotels.

When making reservations at a hotel, please ask for the best rate available. In some cases a special discounted rate may be less than your conference rate, a negotiated rate or the government rate. Often a hotel offer special rates to increase their occupancy over a specific period of dates. If no specials are available, then ask for the government rate, as a secondary question.

When considering several rates from the same hotel, over the same period of dates, be sure to consider what each rate includes (complimentary breakfast, free local phone calls, complimentary internet, etc.) to make sure you are getting the best overall value.

When making reservations, research to assure your expectations are met regarding the hotel's location and surrounding area, as it relates to perceived safety. Remember you may never exceed the allowable rates listed in PPM49 without prior approvals.

Reservations guaranteed with a credit card, requires that the hotel hold the room until you arrive, no matter what time. It also means that if you don't cancel according to the hotel's policy, you will be charged for one night's stay. Make sure you know the hotel's cancellation policy and adhere appropriately. Please keep in mind that the cancellation timeframe policies are stated in the time zone of the hotel, NOT your time zone.

For your convenience, the hotel address and phone number are provided on your reservation confirmation.

Please **review and initial** your room rate at the front desk, during your check in process.
Confirmation numbers are proof of reservation. Provide this number to the front desk clerk, upon check-in.

Don't forget to bring a tax exempt form, and a copy of your travel authorization form and be prepared to present it to the front desk, to avoid paying sales tax.