

Reservation and Payment Methods

Individual Reservations (9 rooms nights or less)

- Baylor employees and guests will utilize the hotel booking link located on P2P website, make reservations directly by phone using a Baylor-specific booking code "BAY".
- Payment can be made by credit card (P-card, Travel Card, etc.) or Hotel will direct bill invoices (if Dept submits REQ/PO)
- Hotel will process charges and send copy of paid credit card invoices to Dept for expense reconciliation.

Group Reservations (10 or more room nights)

- Baylor and hotel will fill out the "Group Reservations Form" located on P2P website. Any Baylor personnel can sign. Does not need to go through TCM and no additional contract is required.
- Group reservations must be processed by REQ/PO. Dept submits non-catalog services REQ, attaches this form, and PO is sent to hotel.
- Hotel references the PO number on all invoices and submits to Accounts_Payable@Baylor.edu for payment (direct bill w/net 30 payment terms).

Courtesy Reservations (paid by other individuals, groups, or entities)

- Baylor and hotel will fill out the "Group Reservations Form" located on P2P website. Any Baylor personnel can sign. Does not need to go through TCM and no additional contract is required and/or Hotel can send out individual booking links for guests to book and pay for their rooms.
- Baylor keeps email/form correspondent for internal records.

Conference Room, Catering, Equipment and/or Auxiliary Activities

- Baylor and hotel will fill out the "Conference Room, Catering, Equipment and Auxiliary Activities Form" located on P2P website.
- Conference room and catering reservations must be processed by REQ/PO. Dept submits non-catalog services REQ, attaches this form, and PO is sent to hotel.
- Hotel references the PO number on all invoices and submits to Accounts_Payable@Baylor.edu for payment (direct bill w/net 30 payment terms).

Direct Billing and Invoicing

- Direct Billing. Baylor will establish a direct bill account with the Hotel for reservation and payment purposes as stipulated above.
- Invoicing. Hotel shall review invoicing for Direct Bill Account to ensure no State of Texas Sales Tax, Federal Excise Tax or other tax, from which University is exempt, is charged to the University. Baylor will be charged based upon the current Hotel Occupancy Tax (local, city, and WTPID).
- Hotel will submit invoices referencing appropriate Purchase Orders issued under this agreement. Invoices shall be due 30 days from date properly submitted to: Accounts_Payable@Baylor.edu