

Guidelines for Booking a Car or Hotel Reservation with a University Travel Card (T-Card):

Car Rental:

- a. A credit card is not required to make a car rental reservation.
- b. Rental vehicles cannot be paid for in advance.
- c. Employees may use a T-Card in their name only to pay for rental vehicles.
- d. Travel Arrangers or Proxies may not use their T-Card to pay for someone else's vehicle rental.
- e. Car rental companies require a Rental Agreement to be signed by, and the credit card of, the person who will be driving the vehicle before they will release a vehicle. This is a liability issue that the University will not take responsibility for.

Hotel Reservations:

- a. A travel agency will "**guarantee only**" a hotel room for University employees and guests.
- b. It is the employee or guest's responsibility to follow University policy upon check-in at the hotel.
- c. Employees and guests must present a personal credit card at check-in to pay for any personal charges they might incur. Personal charges are not allowed on the T-Card.
- d. If a Travel Arranger's T-Card is to be used for payment of the hotel room and tax, then the Travel Arranger must contact the hotel directly, prior to guest check-in, to make these arrangements. The hotel will send the TA a 3rd party billing form to be completed, signed and returned to the hotel. This is the only way the hotel will know to get a credit card at check-in for any additional hotel charges that might be incurred. Otherwise, all charges will go on the TA's T-Card, which could result in an out of compliance issue.
- e. A travel agency will not get involved with or sign the 3rd party billing form.

Storing T-Cards – Unlike P-Card, employees with a T-Card in his/her name may store this information in his/her profile with Corporate Travel Planners, a University [Contracted Travel Agency](#).