

The CTS Hotel program allows select hotels in Davis and Sacramento to charge lodging expenses and event expenses to the CTS Card that will then be imported into MyTravel for the department to reconcile. This allows for the university to pay for expenses on behalf of those conducting University business and do not have the T&E Card or the Event Card. Participating hotels are found on the T&E website:

[http://afs.ucdavis.edu/our\\_services/travel-e-entertainment/travel/hotel-agreements-ucd.html](http://afs.ucdavis.edu/our_services/travel-e-entertainment/travel/hotel-agreements-ucd.html)

#### How to Make Reservations

For Individual or Group Lodging:

- Contact hotel to confirm availability
- Complete the CTS Hotel Reservation Form (instructions below)
- For Individual travel, complete and send the form to the designated hotel by email.
- For Group travel, attach a list of travelers to the completed CTS Hotel Reservation Form and send the form to the designated hotel by email.
- The hotel will confirm the reservation via email to the arranger, typically within 24 hours

For Events:

- Contact hotel to work with a sales associate to confirm availability
- Complete the CTS Hotel Reservation Form (instructions below)

#### Instructions How to Complete the CTS Hotel Reservation Form

1. Reservation Information (select the appropriate check box)
  - Individual
    - Enter the trip name, traveler's name and 9-digit MyTravel ID number
  - Group
    - Enter the group name, group leader's name, and the group leader's 9-digit MyTravel ID number
    - Attach a list of traveler names for room reservations
  - Entertainment
    - Enter the event name, coordinator's name, and the coordinator's 9-digit MyTravel ID number
    - Enter the number of meeting rooms requested, event date and indicate if food will be served at the event
2. Hotel Information
  - Select the participating CTS Hotel from the drop down menu
  - Enter the preferred room type, number of nights, number of rooms and check in/out dates
3. Department Contact Information
  - Enter the campus department arranger's name, phone, email and the name of the department
  - Enter a Connexus 4-digit billing ID
4. Hotel Use Only
  - This area is designated for the hotel to enter the accompanying folio number and other billing information.

*If an incorrect Traveler ID (TID) is used or if the hotel supplies an incorrect TID on the billing feed, the transaction will not import and may require manual revision by Accounting & Financial Services. If the transaction does not import into MyTravel within two weeks from date of departure, verify a valid Billing ID is entered in the traveler's profile and then contact [travelhelp@ucdavis.edu](mailto:travelhelp@ucdavis.edu) for assistance.*

### CTS HOTEL RESERVATION FORM

Authorization of Payment through CTS

All expenses charged to CTS Cards will be imported into the MyTravel profile associated with the 9-Digit Traveler ID provided below to be reconciled in the appropriate expense report.

[\* = Required]

#### \*1. Reservation Information

<b>Individual Travel</b>	Trip Name:
Traveler's Name:	Traveler's 9-Digit MyTravel ID:

<b>Group Travel</b>	Group Name:
Group Leader's Name:	Group Leader's 9-Digit MyTravel ID:
<i>Attach a list of traveler names</i>	

<b>Entertainment</b>	Event Name:	
Coordinator's Name:	Coordinator's 9-Digit MyTravel ID:	
Number of Meeting Rooms:	Event Date:	Will food be served?
Please review the Business 79 Finance & Entertainment policy and remain within allowable per person rates.		

#### \*2. Hotel Information

Select hotel below. Contact Information will auto fill.	
	Preferred Room Type:
	Number of Nights:
	Number of Rooms:
	Check-In Date:
	Check-Out Date:

#### \*3. Department Contact Information

Arranger's Name:	Arranger's Phone:
Arranger's Department:	Arranger's Email:
Connexus Billing ID:	

#### 4. FOR HOTEL USE ONLY

Folio #:

***Hotel is to retain this form to use for billing and auditing purposes***