

# UCOP Direct Bill Lodging Program Information

## RESERVATION REQUESTS

- Request for Direct Bill Lodging requires a minimum of 72 hours prior to day of Check-In to process request. This means Sunday/Monday bookings MUST be submitted prior to Friday.
- Travelers must work with their sponsoring department to arrange for direct bill lodging which will then be coordinated through the BRC Travel & Entertainment (T&E) Team and BCD Travel. Please keep in mind that hotel reservations are based upon availability so please submit your request as soon as travel plans are confirmed. Be sure the hotel is on our participating list of [V-Card Hotels](#).
- Requests for direct bill lodging via the University of California Office of the President (UCOP) direct bill lodging program should be submitted to the Business Resource Center (BRC) through [SAP Concur](#) by selecting Requests then pick the UCOP Travel Request form, when adding the lodging expense choose Direct Bill (BRC Credit Card) for Payment Method.  
Attach the quote obtained from [CONNEXUC](#) to the Request.
- BCD Travel's service fee for secure, automated hotel direct bill management is \$28 per lodging reservation. The service fee of \$28.00 will be billed directly to the department.
- Upon receiving a copy of the payment information from BCD Travel, the hotel will charge the traveler's lodging directly to UCOP for the business dates requested. \*\*\*Payment covers the room rate and room tax only; no other expenses are allowed.
- The traveler, sponsoring department, and BRC T&E Team will also receive an email confirmation from BCD Travel once lodging has been secured.
- Please note, direct bill lodging can only be used for business travel. Under no circumstances can personal travel be billed.

## RESERVATION CHANGES

- The hotel is not authorized to make changes to the original reservation dates once secured.
- BCD Travel is not authorized to make changes to the reservation dates except to cancel the entire booking.
- Changes to a reservation (other than cancellations through BCD Travel) must be approved by the sponsoring department, who will then coordinate with BRC T&E Team to provide the update.
- Please contact BCD Travel at 1-877-885-8632 to cancel a booking and inform the BRC T&E Team as well.

## HOTEL CHECK IN / CHECK OUT

- Upon check in, the hotel will request a credit card from the traveler to cover incidental hotel charges such as meals, internet, parking, etc. If the traveler is unable to provide a credit card, a cash deposit (usually \$25.00 per night) will be required upon check in.
- The traveler will receive a copy of the final hotel invoice (folio) upon checkout. **Important!** A copy of this document must be included when submitting travel for processing and payment and the lodging must be entered into the expense report as a direct bill expense line item.

## OPTIONAL FEATURE

- Download the **TripPay** by Conferma app to your mobile device.
- The app is available for all iOS, Android and Windows devices.
- The app allows you to present the hotel ePayment information to the hotel when checking in.
- Use the app to take a photo of your invoice for easy submission to UCOP.

Questions? Contact BRC T&E Team at [BRCTravelandEnt@ucop.edu](mailto:BRCTravelandEnt@ucop.edu).