



## STUDENT TRAVEL INFO & PROCEDURES

### HOTEL INFO

#### **Please have 2 hotel choices**

If a hotel is sold out, providing an alternate hotel avoids emailing back and forth  
*Please alert me if hotel booking is urgent*

#### **Free breakfast needed?**

Holiday Inn, Hampton Inn, Fairfield Inn, Best Western, La Quinta, Embassy Suites typically include free breakfast

#### **Rates**

It's helpful to provide your max room rate budget when contacting a hotel  
Online sites (Expedia, Travelocity, etc.) cannot be used unless there's a name for each room  
Hotel website rates can be deceiving. Rate shown is typically pre-paid/no cancellation/no refund  
Room rate may change depending on guests per room. Cost usually increases 3 + per room

#### **Room block or group code?**

Please provide contact/link/email to book the event/tournament

#### **Hotel rewards member or AAA member?**

For the rewards rate, typically the hotel needs the name/email/phone # on the account

#### **What's covered with the school district credit card authorization?**

Room & Tax  
Parking Fee: Self-parking, valet, charter bus  
Resort Fee

#### **Reservation Revision?**

Please do not contact the hotel directly. Please call or email me reservation changes  
Revisions may affect the credit card authorization

Thank you. I appreciate your cooperation.

Please contact me with any questions. I'm here to help!

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