

Hopkinsville Community College

Employee Paid Lodging/Procard Lodging Program

After pilot program, HCC adopted effective July 1, 2018



Process:

1. **Employee will complete and obtain proper travel approvals**
 - Professional Leave, BA25 Out-of-State (when applicable), BA3d Budget Authorization and new form Procard Lodging Acknowledgment – must be approved **PRIOR** to making any travel arrangements!!!
 - Please review Procard Lodging Acknowledgment carefully, noting necessary requirements
2. **Employee will work with their designated procard contact:**
 - Math/Science – Cindy Fuller
 - Professional Tech – Peggy Hamby
 - Nursing – Kristi Martin
 - Liberal Arts – Ginny Goff
 - Academic Foundations – April Mosley
 - CAO & Library – Pat Hinton
 - Student Services – CJ Newcomb
 - Advancement/PR – Teresa Barnes
 - Workforce – Trish Huppenthal
 - Business Services – Amy Warren
 - Amy Warren will serve as backup in the event the above are unavailable
3. **Traveling employee and designated procard contact will work together to arrange hotel. Procard contact will provide hotel with procard number.**
 - Usually, hotel will require an authorization form to be completed via fax or email. Procard contact will complete form and return to hotel – procard number is NOT to be listed on the form. Indicate that the number will be provided over the phone due to security reasons – “Please call for number”.
 - If necessary, an employee that is an authorized procard user (check with Amy if unsure) may use card to make arrangements or, if absolutely necessary, travel with card. Only AUTHORIZED procard users may use or travel with card.
 - Procard contact and traveling employee should confirm with hotel to ensure the card is not needed upon check-in. *Traveling employee is ultimately responsible for ensuring hotel has necessary information for reservation.*
4. **Upon hotel check-in, traveling employee will provide a form of personal payment to hotel for any incidentals**
 - Recommend traveling with a copy of the hotel authorization form in case it is needed for any discrepancies with hotel – you can obtain a copy from your procard contact
5. **Upon hotel check-out, the traveling employee will review hotel bill, folio, etc. to ensure charges are correct and that procard was not charged for incidentals.**
6. **Traveling employee will provide the designated procard contact the hotel bill and will sign the bill acknowledging accuracy.**
 - Traveling employee should keep a copy of the bill as it will need to accompany their travel reimbursement as part of their backup.

- 7. The traveling employee is also to provide the required documentation for auditing purposes:**
 - A copy of the agenda, required travel approval forms, itemized hotel receipt (signed by employee), bona fide business purpose for travel.
- 8. Procard contact will compile documentation received from the employee and prepare as usual for procard report with BA8 and backup documentation.**