

<b>PROCUREMENT CARD LODGING ACKNOWLEDGEMENT</b>	
<b><i>KCTCS procurement card to settle hotel/lodging charges when on KCTCS approved travel status.</i></b>	With appropriate controls, the college can utilize the Level II procurement card to settle hotel/lodging charges when on KCTCS approved travel. <b><u>NOTE:</u></b> KCTCS prefers direct billing for more than 4 travelers to the same event.
<b>Disallowed</b>	Non-employees working on behalf of KCTCS and on approved work travel status are not eligible for lodging paid with the procurement card. The KCTCS System Office - System Director of Business Services may approve an exception on a case-by-case stand-alone basis.
<b>Procurement card Lodging Guidelines</b>	
All travel arrangements must be made using the most economical means available and feasible.	
Lodging paid with the procurement card must be noted on the employee's travel reimbursement expense report, and employee should sign and attach a copy of the itemized receipt as documentation. The itemized receipt must be signed by the employee and turned in to the local procurement card administrator to be filed with the procurement card statement.	
The employee must contact the hotel prior to stay to find out if a credit card authorization form is required. If so, the employee must not fax or email the full credit card number (only last 4 digits) nor should the 3-digit security code be filled in, and the employee must provide any additional requested information to the hotel by phone.	
The employee must verify with the hotel that all required information has been provided, including a KCTCS Tax Exemption Certificate.	
The employee MUST present a personal form of payment (personal credit card) at the time of check-in at hotel for all incidentals including but not limited to: early check-in fee, room upgrade, room service, beverages, snacks, movies, water, WI-FI, printing/faxing, gift shop, spa, valet, phone calls, shuttle services to and from airport/hotel, concierge services, tips, gratuities, etc. The employee would then seek reimbursement through the regular KCTCS reimbursement process for allowable charges. Wi-Fi charges may be reimbursed if used for KCTCS Business with approval obtained from their Supervisor.	
Employee would need prior travel approval from their supervisor prior to securing lodging.	
Conference registrations that include lodging and meal deposit are acceptable on the procurement card if required with conference registration.	
When required by the lodging establishment, the employee's lodging stay may be posted to the procurement card in advance, provided there is a full refund cancellation policy in place. The employee has a responsibility to notify the supervisor of any change of plans for a room that has been reserved on a procard, and must meet the reservation deadlines for cancellation as provided by the hotel.	
<b>Other pertinent information</b>	
Hotels hold Procurement card information – at times a hotel may charge a card without expressed permission/authority. It is the employee's responsibility to monitor their lodging bill.	
Any incidental charges settled by procurement card will receive a violation (warning) and employee must reimburse KCTCS in full within 30 days of the notification.	
Any exception to procurement card charges for hotel/lodging must have prior written approval from KCTCS System Office - System Director of Business Services and attached to the procurement card statement.	
Parking is acceptable on the procurement card when included on the hotel receipt.	
<b>Pilot Agreement</b>	
I agree to comply with the terms and conditions of this form and the applicable provisions of the procurement card guide. I acknowledge receipt of the KCTCS procurement card lodging instructions and confirm that I have read and understand the terms and conditions.	
<b><u>Person Requesting Expenditure:</u></b> Printed Name	<b><u>Employee Signature and date:</u></b>
<b><u>Supervisor of Person Making Expenditure:</u></b> Printed Name	<b><u>Supervisor Signature and date:</u></b>