

Commonwealth Office of Travel Operations Group Lodging Procedures Guide

Group lodging must secure a Preferred hotel when the total lodging including tax is less than \$10,000.

REMINDER: Groups over \$10,000.01 or Groups under \$10,000 with any type of conference/event services, such as meeting rooms, Audio/Video (AV) equipment, food and beverage, etc., must be procured using the Conference & Event Planning ITQ Contract (4400018736). Information on the ITQ is located at [ITQ Documents and Information](#). Questions regarding the ITQ should be directed to your procurement office or the Department of General Services (DGS).

Group Lodging under \$10,000

1. Agency contacts Preferred hotel for Group Lodging space and negotiates rate and terms.
2. Agency collects all names of attendees
3. Agency prepares the Group Rooming list and if applicable, the Group Agency Lodging Card (ALC) request for payment for applicable rooms.
4. Agency communicates the rooming list to the hotel by due date
5. Agency submits the rooming list and ALC request to COTO a minimum of 5 days before the final cutoff date to provide a rooming list and payment information to hotel, (normal cut-off is a week prior to arrival but this date can vary based on the terms your agency negotiates.)
6. ADTRAV sends confirmations to all attendees along with ALC confirmations, if applicable.
7. ADTRAV sends authorization for any ALC rooms directly to the hotel contact provided.

Changes/Cancel/Adds:

Once the list is submitted to COTO and confirmations sent, any changes or cancels require agency action to update the original rooming list. Agency must mark the changes / deletions/ additions and resubmit the list to COTO. COTO will update the travel system, if applicable, and will provide a new/changed ALC authorization form to the hotel. Once submitted to COTO, the agency must also communicate the updated list to the Group contact at the hotel.

IMPORTANT – Confirmations will list the confirmation number as Group. ADTRAV does not book anything in their system; they are simply providing a mock confirmation to provide attendees hotel information and an ALC confirmation with instructions, if applicable. Any traveler using the ALC should be advised that a personal debit/credit card is required at check-in for incidentals. The ALC only covers room, tax and parking if included by the hotel and is posted on the hotel room folio. All travelers must be advised to present a REV-1220 form at check-in.

The NEW Group Rooming list and Group ALC request must be used. Any other lists will not be accepted by COTO.

Questions on Group procedures should be directed to the COTO resource account ra-COTO@pa.gov