



This document outlines the procedures and instructions for authorization to charge a UVic Purchasing credit card for accommodation reservations with hotels, motels, inns, B & B's, etc., that have Corporate Supply Agreements (AGR's) with UVic.

**The form is invalid unless all fields (underlined spaces) are completed.** This form **may not** be used for UVic **employee** travel.

**This form may not be used for UVic faculty, or staff (employee) hotel and accommodation reservations.**

**This form is NOT to be used by individuals for house hunting.**

**Note:** The B.C. Provincial Government or CAUBO room rates apply to UVic reservations. These may be viewed as noted below. This form when completed and signed by an authorized UVic Account Holder and a Purchasing Officer, will authorize the establishment listed on the form to apply charges to UVic's Purchasing Credit Card on file as noted at the bottom of the form for a designated and authorized UVic traveler.

### **Instructions for Use:**

1. A UVic Faculty member or Department will phone the chosen establishment bearing in mind that the preferred hotels listed on UVic's Purchasing Website should be contacted first for best or preferred rates. You should obtain a confirmation number, the name of the establishment contact, and their fax number, and include it on the form. Following are several websites that may assist you in making reservations:

UVic Purchasing website:

<http://www.uvic.ca/purc/>

Swan's Hotel and Brewpub:

<http://www.swanshotel.com/>

Province of British Columbia:

<http://csa.pss.gov.bc.ca/businesstravel/>

Canadian Association of University Business Officers (CAUBO):

<http://www.caubo.ca/>

2. All fields on the form are to be completed; otherwise the form/authorization will be deemed VOID.
  - Ensure Account Holder or Delegate Signature, printed name, and position are on the form.
  - Department FAST code must be included.
3. Email the completed form to Purchasing Services at **[purchase@uvic.ca](mailto:purchase@uvic.ca)** after obtaining a reservation confirmation number.

Once approved by a Purchasing Officer, Purchasing will fax this form to the designated establishment you have listed as approval to charge UVic's purchasing credit card. Establishments must email a copy of each account with all charges listed immediately upon placing the charges to UVic's Purchasing credit card. Charges will be reallocated to accounts as detailed on each form.

The charge will appear on Purchasing credit card monthly expense report and will be reallocated to your account when processed by the establishment. All changes requested to the FAST account code must be approved in writing prior to reallocation of charges.

UVic Purchasing Services will establish preferred accommodation rates at selected and designated hotels, motels, inns, B & B's, etc. these will be posted on Purchasing Services Website.

Departments and Faculty can use these procedures and processes to make reservations and arrange accommodations **without requiring a Web Requisition, or a Purchase Order (PO).**