



## DISCOUNTED HOTEL RATES FOR SINCLAIR BUSINESS

The process outlined below is for lodging that is needed for an **approved** Sinclair event. The **Initiating Department** must obtain **prior approval** (per SCC Purchasing Policies & Procedures) for the lodging.

### INSTRUCTIONS FOR PROCESSING HOTEL RESERVATIONS/EXPENSES:

1. Contact one of the hotels listed on this page.
2. Make the reservation and:
  - a. Indicate that Sinclair Community College is on direct billing and you need the negotiated Sinclair rate.
  - b. Obtain a confirmation number for the reservation. Do not use a Sinclair P-Card or a personal credit card to hold the reservation. This is not required because Sinclair has a direct bill account with the hotel.
3. Create an online requisition (OLR) and route for approvals. After approvals are complete, Purchasing will issue a Purchase Order and send it to the selected hotel. The following information is required on the OLR:
  - a. Name of the traveler or room list for the group
  - b. Date(s) of the reservation
  - c. Reservation Confirmation number – if you are unable to obtain a Confirmation number without a PO#, make a note in the Printed Comments section of the OLR requesting the Hotel email the confirmation number to you
  - d. Type of room
  - e. Business reason that Sinclair is reserving the room (e.g., name of event)
4. No additional charges may be added to the room by the guest(s). This includes, but is not limited to: telephone calls, movies, food, drink or alcoholic beverages. Sinclair will not pay for upgrades or concierge level rooms. Sinclair is exempt from Ohio State sales tax but is responsible for city and county taxes.
5. The hotel will invoice Sinclair after the traveler checks out.

**NOTE: Due to loss of revenue for unclaimed reservations, some area hotels no longer provide confirmation numbers to Direct Bill accounts without PO #. If this is the case, you will need to start with Step #3 and create an OLR.**

#### **CROWNE PLAZA**

33 East Fifth Street  
Dayton, OH 45402  
Sales Contact: Ashely Shaffer  
E: [ashaffer@cpdayton.com](mailto:ashaffer@cpdayton.com)  
T: 937-229-9861

**Reservations: 937-224-0800 – PO required prior to assigning a Confirmation number**

- **\$104.00 Standard Room (King/Double/Queen/QQ)**

#### **MARRIOTT at the UNIVERSITY of DAYTON**

1414 South Patterson Blvd.  
Dayton, OH 45409-2105  
Sales Contact: Patrick McGaha  
E: [Patrick.mcgaha@concordhotels.com](mailto:Patrick.mcgaha@concordhotels.com)

**Reservations: 800-450-8625 or 937-223-1000**

- **\$122.00 Standard King Room**

#### **COURTYARD by MARRIOTT**

##### **University of Dayton**

2006 Edwin C. Moses Blvd.  
Dayton, OH 45417  
Sales Contact: Jennifer Grunwald  
E: [Jennifer.grunwald@concordhotels.com](mailto:Jennifer.grunwald@concordhotels.com)  
T: 937-242-4002 (direct)

**Reservations: Contact Tina directly**

- **\$ Direct billing established.**