



HOTEL REFERENCE SHEET

www.utdallas.edu/procurement

Last Updated 8/3/2018

Disclaimer: Actual hotel rate is dependent on check-in dates, room availability, and relationship of guest to UT Dallas. A more inclusive list of state hotel contracts can be found on the [State Travel Management Program Website](#). All hotels are subject to availability. Large block booking need to be submitted via non-catalog requisition with an attached quote.

Rates do not include local occupancy tax rates. UT Dallas is exempt from paying state occupancy tax. Remember to present the [Texas Hotel Occupancy Tax Exemption Certificate](#) to the hotel before paying.

Most hotels offer the ability to pay using the University OneCard and have been noted below. The hotels have a Credit Card Authorization Form which can be used with the OneCard. Contact the hotel for the reservation and use their Credit Card Authorization Form.

OneCard reservation: To make the reservation, use request code (e.g. UTD) if applicable, then submit a credit card authorization form from the hotel and include the Texas Hotel Occupancy Tax Exemption Certificate. No paperwork needs to be sent to Procurement or Travel. Keep all the paperwork for the OneCard Reconciliation report.

Best Western Plus Dallas/LBJ WILL ACCEPT ONECARD	8051 Lyndon B. Johnson Freeway Dallas, TX 75251 972-680-3000 (phone) 972-680-3200 (fax)	Single King: \$71.00+Tax Double/Double: \$73.00+Tax Two Room Queen Suite: \$99.00+Tax Two Room King Suite: \$99.00+Tax (The above prices are designed for 1-10 rooms and will be effective until December 31 st , 2018)
Courtyard Marriott Dallas Plano/Richardson WILL ACCEPT ONECARD	1805 E President George Bush Hwy Plano, TX 75074 T:972-516-2949 F:972-516-2947	Online booking code: UTX \$120 (M-W) \$85 (TH-SU), subject to availability
Courtyard Marriott Dallas/Richardson at Campbell	2191 N. Greenville Avenue Richardson, TX 75082 972-994-9933 (phone) 972-994-9937 (fax)	\$84.00, subject to availability
Courtyard Marriott Dallas/Richardson at Spring Valley WILL ACCEPT ONECARD	1000 S. Sherman Richardson, TX 75081 972-235-5000 (phone) 972-235-3423 (fax)	\$84.00, subject to availability
Crowne Plaza Dallas-Market Center WILL ACCEPT ONECARD	7050 Stemmons Freeway Dallas, TX 75247 214-630-8500 (phone) 214-630-9486 (fax)	Request State rate \$100, subject to availability
Doubletree by Hilton Dallas/Richardson WILL ACCEPT ONECARD	1981 N. Central Expressway Richardson, TX 75080 972-644-4000 (phone) 972-644-0135 (fax)	Request State Rate \$119 (M-W), \$99 (Th-Sun), subject to availability
Doubletree Dallas-Love Field WILL ACCEPT ONECARD	3300 W. Mockingbird Lane Dallas, TX 75235 T:214-357-8500 F:214-366-2670	Request State rate \$155, subject to availability (06/30/18) \$142, subject to availability (07/01-9/30/2018)
Embassy Suites Dallas-Love Field	3880 W. Northwest Highway Dallas, TX 75220 214-357-4500 (phone) 214-357-0683 (fax)	Request UTD rate \$155.00 Standard King or Double/Double Suite (01/01-06/30/2018) \$142.00 Standard King or Double/Double Suite (07/01-12/31/2018)

Fairfield Inn & Suites-Plano North Dallas WILL ACCEPT ONECARD	3415 Premier Dr Plano, TX 75023 972-423-9944 ext 551 (phone) 972-476-1166 (fax)	Request UTD rate \$104.00, subject to availability (Valid 03/10/18-12/31/19)
Hampton Inn Plano/North Dallas WILL ACCEPT ONECARD	4901 Old Sheppard Place Plano, TX 75093 972-519-1000 (phone) 972-519-1001 (fax)	Request UTD rate \$109, subject to availability
Hawthorn Suites by Wyndham Dallas Park Central WILL ACCEPT ONECARD	7880 Alpha Road Dallas, TX 75240 972-391-0000 (phone) 972-391-0008 (fax)	Request UTX rate \$89, subject to availability (April 1, 2018-April 1, 2019)
Hilton Garden Inn Dallas/Richardson	1001 President G. Bush Turnpike Richardson, TX 75080 972-792-9393 (phone) 972-792-9494 (fax)	Request UTD Rate \$135 (M-W) \$96 (Th-Sun)
Holiday Inn Dallas/Richardson WILL ACCEPT ONECARD	1655 N. Central Expressway Richardson, TX 75080 972-238-1900 (phone) 972-644-7728 (fax)	Request UTD rate \$79/night or \$89 w/breakfast
Hyatt House Dallas/Richardson <i>(formerly Hyatt Summerfield Suites)</i> WILL ACCEPT ONECARD	2301 N. Central Expressway Richardson, TX 75080 972-671-8080 (phone) 972-671-1292 (fax)	Request State Rate/UTD \$85, subject to availability
Hyatt Place Dallas/Park Central WILL ACCEPT ONECARD	12411 N. Central Expressway Dallas, TX 75243 972-458-1224 (phone) 972-458-2887 (fax)	Request UTD Rate \$109, subject to availability
Hyatt Regency North Dallas WILL ACCEPT ONECARD	701 E. Campbell Road Richardson, TX 75081 972-619-1234 (phone) 972-231-0741 (fax)	Request UTD Rate \$110, subject to availability
Le Méridien Dallas (The Stoneleigh)	2927 Maple Avenue Dallas, TX 75201 214-871-7111 (phone) 214-871-1145 (fax)	\$185, subject to availability
Renaissance Dallas/Richardson	900 E. Lookout Drive Richardson, TX 75082 972-367-6347 (phone) 972-367-3333 (fax)	Request UTD Rate \$155, subject to availability
Residence Inn Dallas Plano/Richardson WILL ACCEPT ONECARD	1705 E President George Bush Hwy Plano, TX 75074 T: 972-424-9101 F: 972-424-9580	Online booking code: UTX \$120 (M-W) \$85 (TH-SU), subject to availability
Residence Inn by Marriott Dallas Plano/Richardson @ Coit Rd. WILL ACCEPT ONECARD	300 Silverglen Dr Plano, TX 75075 T:972-596-3200 F:972-596-3205	Request state UTX \$120, subject to availability
Residence Inn Dallas/Richardson WILL ACCEPT ONECARD	1040 Waterwood Drive Richardson, TX 75082 T: 972-669-5888	\$99 (Thurs-Sun), subject to availability \$109 (M-W), subject to availability
Staybridge Suites Plano/Richardson ACCEPT ONECARD BILLING ONLY (NO DIRECT BILLING)	301 Silverglen Drive Plano, TX 75075 972-612-8180 (phone) 972-612-8185 (fax)	Request UTD Rate \$124, subject to availability

Warwick Melrose Hotel Dallas WILL ACCEPT ONECARD	3015 Oak Lawn Avenue Dallas, TX 75219 214-521-5151 (phone) 214-521-2470 (fax)	Request UTD Rate \$179, subject to availability
Wingate by Wyndham Richardson WILL ACCEPT ONECARD	1577 Gateway Blvd Richardson, TX 75080 972-234-5400 (phone) 888-377-1204	Request LKUD \$79 for Single King or Double Queen, subject to availability
Wyndham Dallas Suites- Park Central WILL ACCEPT ONECARD	7800 Alpha Rd Dallas, TX 75240 972-246-1078 (phone) 972-788-0947 (fax)	Request UN7 rate \$109 for Standard Suite (King or Double), subject to availability