Direct Hotel billing has been a long-term program of UT Dallas. In order to improve this program, Procurement Management has moved Direct Hotel billing to eProcurement and the OneCard**. See the process below.

OneCard

1. Contact the hotel of choice
2. Use request code (e.g. UTD) if applicable
3. Request the credit card authorization form from the hotel. [Each hotel will have a different form; however, the forms are nearly identical the current Direct Hotel Billing form]
4. Submit a credit card authorization form from the hotel and include the Texas Hotel Occupancy Tax Exemption Certificate.
5. The hotel will send a confirmation and then an itemized paid bill after the stay is concluded.

**No paperwork needs to be sent to Procurement or Travel. Keep all the paperwork for the OneCard Reconciliation report.

eProcurement Non-Catalog Options

Individual Visitor

1. Complete the Hotel Direct Bill form
2. Contact hotel about the reservation.
3. Use request code (e.g. UTD) if applicable
4. Put the confirmation of the reservation on the form.
5. Create a Non-Catalog Requisition using the form and confirmation for the attachment.
6. The hotel will send the bill to Accounts Payable.
7. The payment will be confirmed.

Group or block rooms (single event)

1. Contact hotel about the reservation.
2. Use request code (e.g. UTD) if applicable
3. Request a quote for the rooms
4. Create a Non-Catalog Requisition using quote or agreement.
5. The hotel will send the bill to Accounts Payable.
6. The payment will be confirmed.

Blanket PO (multiple visitors over Fiscal Year)

1. Contact hotel about the reservation.
2. Use request code (e.g. UTD) if applicable
3. Determine the amount to be used
4. Create a Non-Catalog Requisition using quote or agreement.
5. The hotel will send the bill to Accounts Payable.
6. The payment will be confirmed.