



## **RISD TRAVEL PORTAL**

### ***Internal Process for Booking “RISD-Paid” Hotel Reservations***

RISD has negotiated contract rates with partner hotels for internal faculty/staff booking reservations with a RISD credit card, as well as separate contract rates for independent, incoming visitors booking reservations through the RISD Travel Portal with personal credit cards.

The RISD Travel Portal is intended for both internal and external use –

INTERNAL USE: RISD staff booking individual “RISD-Paid” hotel reservations for incoming RISD guests

EXTERNAL USE: Members of the general public booking individual “Privately-Paid” hotel reservations

Since both internal RISD-paid and external privately-paid bookings can be made through the RISD Travel Portal, there is a slightly different process required for internal, RISD-paid bookings so that the hotel will be able to differentiate between the two types of bookings coming in through the RISD Travel Portal.

#### **The internal process for RISD-paid bookings is as follows:**

- 1.) Use your RISD P-Card to book individual hotel reservations through the [RISD Travel Portal](http://www.campustravel.com/university/risd/visit_risd_business.html)  
[http://www.campustravel.com/university/risd/visit\\_risd\\_business.html](http://www.campustravel.com/university/risd/visit_risd_business.html)  
*(You will receive an email confirmation of the reservation from reservations@campustravel.)*
- 2.) Email a credit card authorization form to the hotel with a copy of the front and back of the RISD credit card to be charged for the booking *(unless card is already on file with the hotel).*

#### **The purpose of this process is to:**

- Validate the RISD-paid internal business rate
- Ensure that RISD-paid reservations are not charged sales tax
- Differentiate RISD-paid bookings from incoming visitor (*non RISD-paid*) bookings
- Eliminate RISD-paid guests from being asked to present a RISD ID and/or RISD credit card at check-in (*neither of which RISD guests would have*) to verify the internal, tax-exempt, special RISD business rate.
  - *Of note, guests will still be asked for “a” credit card at check-in (their own personal card), which would cover any incidental charges incurred by the guests that are above and beyond the room charge; the payment for the room charge having already been authorized to be charged to the RISD credit card, which was submitted to the hotel with the credit card authorization form at the time of booking, as part of the internal booking process for RISD-paid reservations.*



### GROUP VIP BOOKINGS / ROOM BLOCKS

Please note that the Travel Portal ***should not be used for group bookings***. For RISD-paid group or VIP hotel bookings or, to secure room blocks at partner hotels, please contact the Purchasing Department for assistance:

- Kim Harpin, Senior Buyer (401) 454-6424, [kharpin@risd.edu](mailto:kharpin@risd.edu)
- Amy Barr, Buyer (401) 454-6441, [abarr@risd.edu](mailto:abarr@risd.edu)

### Please note the following:

- The Travel Portal may not be able to process reservations booked less than 24 hours prior to the desired check-in date. *Should this occur, please contact Purchasing or the hotel directly for assistance with the booking.*
- There may be certain blackout dates on which the RISD rate may not be available through the Travel Portal. *Should this occur, please contact Purchasing or the hotel directly for assistance with the booking.*
- Please visit <http://info.risd.edu/procurement-services/> for additional travel portal information, including reciprocity links for discounts at out-of-state hotels affiliated with the program.

Purchasing welcomes and encourages your feedback on the RISD Travel Portal. Please do not hesitate to contact us with questions, for assistance, or to provide us with feedback on your experience with the Travel Portal. Your feedback will assist us in ensuring that the portal is a useful tool for the RISD Community and will enable us to be aware of, and address any issues, should they arise, with the portal or a partner hotel immediately.



### CREDIT CARD AUTHORIZATION FORM TO VALIDATE "RISD-PAID," "TAX-EXEMPT," INTERNAL TRAVEL PORTAL BOOKINGS

HOTEL:

GUEST NAME:  CONFIRMATION NUMBER:

DATE OF ARRIVAL:  DATE OF DEPARTURE:

BOOKED BY:  DEPARTMENT:

CONTACT PHONE NUMBER / EMAIL ADDRESS:

PLEASE DIRECT THESE CHARGES TO THE FOLLOWING RISD VISA CREDIT CARD:

CREDIT CARD NUMBER:  EXP. DATE:

NAME OF RISD CARDHOLDER (AS IT APPEARS ON CARD):

BILLING ADDRESS:

RISD Tax-Exempt Number: 66

PLEASE INDICATE BELOW THOSE CHARGES YOU ARE AUTHORIZING TO BE CHARGED TO THE CREDIT CARD REFERENCED ABOVE (please check as applicable):

Room Only  All Charges (including incidentals)

Other – Please Specify:

PLEASE EMAIL THIS FORM TO THE HOTEL IMMEDIATELY FOLLOWING BOOKING THROUGH THE RISD TRAVEL PORTAL WITH A COPY OF THE FRONT AND BACK OF CREDIT CARD TO BE CHARGED (if not already on file at hotel).

# RISD PARTNER HOTELS

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**RISD-Paid Reservations** - For faculty/staff booking RISD-Paid hotel reservations through the **RISD Travel Portal @ [http://www.campustravel.com/university/risd/visit\\_risd\\_business.html](http://www.campustravel.com/university/risd/visit_risd_business.html)**

Please email to the hotel a credit card authorization form and a copy of the front and back of the RISD credit card used for the booking (*if it is not already on file at the hotel*) to validate and ensure the RISD internal, tax-exempt rate and to avoid the RISD-paid guest from being charged at check-in.

PARTNER HOTELS	2017 Contract Rates based on availability for "RISD-PAID" Internal Bookings <i>*Tax will not be charged to bookings confirmed as RISD-paid via submission of CC Authorization.</i>	Hotel Email Address for submission of CC Authorization Form to confirm reservation is being paid for by RISD.
<a href="#">Hampton Inn &amp; Suites Providence</a>	\$134 per night based on availability	<a href="mailto:salesraynham@msn.com">salesraynham@msn.com</a>
<a href="#">Hotel Providence</a>	\$149 Superior Guest Room \$169 Deluxe Guest Room \$189 Junior Suite	<a href="mailto:gnawrocki@hotelprovidence.com">gnawrocki@hotelprovidence.com</a>
<a href="#">Courtyard Marriott Providence</a>	\$155	<a href="mailto:Helaine.Gallagher@crestlinehotels.com">Helaine.Gallagher@crestlinehotels.com</a>
<a href="#">Providence Biltmore</a>	\$149 Deluxe King \$169 Junior Suite \$169 Biltmore Suite	<a href="mailto:LMasnyk@providencebiltmore.com">LMasnyk@providencebiltmore.com</a>
<a href="#">Omni Hotels Providence</a>	\$159 per night based on availability	<a href="mailto:desiree.martinelli@omnihotels.com">desiree.martinelli@omnihotels.com</a>
<a href="#">Renaissance Providence</a>	10% discount off available rates	<a href="mailto:Steven.ricciardi@tpghospitality.com">Steven.ricciardi@tpghospitality.com</a>
<a href="#">The Dean</a>	\$129 based on availability	<a href="mailto:Candida@thedeanhotel.com">Candida@thedeanhotel.com</a> <a href="mailto:Aarin@thedeanhotel.com">Aarin@thedeanhotel.com</a>
<a href="#">Hilton Garden Inn</a>	10% discount off available rates	401 272-5577
<a href="#">Providence Marriott</a>	\$166 per night based on availability	<a href="mailto:mbarrett@marriottprovidence.com">mbarrett@marriottprovidence.com</a>

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