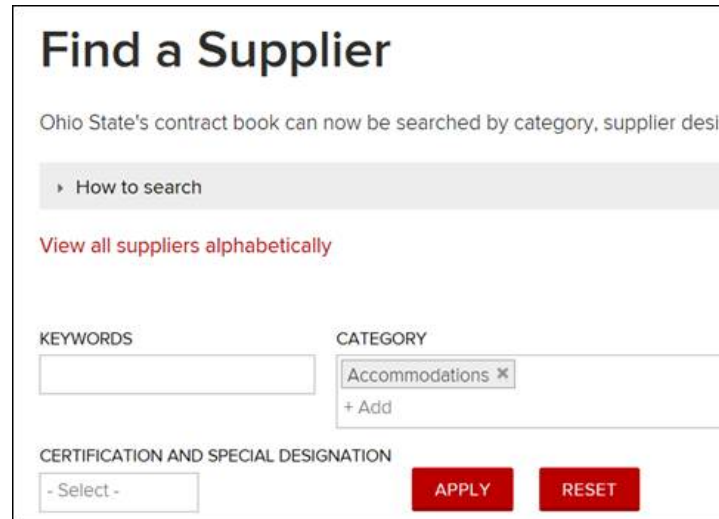


Lodging Accommodations in Columbus Using OSU-Contracted Hotels

Local Accommodations in Columbus: First, find the price to use for your T# request, then get your T#. Once you have a T#, then you can contact the hotel.

The list of hotels can be found on the main OSU Office of Business and Finance website: <https://busfin.osu.edu/buy-schedule-travel/purchasing/find-supplier>. Login with your OSU username and password. In the Category section pick Accommodations then click Apply.



The screenshot shows a web form titled "Find a Supplier". Below the title, it says "Ohio State's contract book can now be searched by category, supplier design". There is a link "How to search" and a link "View all suppliers alphabetically". The form has two main input sections: "KEYWORDS" with a text box, and "CATEGORY" with a dropdown menu showing "Accommodations" and a "+ Add" button. Below these is a section for "CERTIFICATION AND SPECIAL DESIGNATION" with a "- Select -" dropdown. At the bottom right are two red buttons: "APPLY" and "RESET".

Each hotel listed has a link that will give you the base pricing that OSU should receive for a standard room. Use this price, + 17.25%, to estimate the cost for the T# request.

- Make your T# request, including all costs [registration, lodging (must be with OSU contracted hotel), mileage, parking, per diem, etc.].
 - If you report to Org 55120, DO NOT SUBMIT. Instead, send to Sandy (odrumsky.1@osu.edu) as your travel arranger. She will complete the request and submit it. If you do not report to Org 55120, then submit your T# request as you usually do.

Once you have your T#, contact the contracted hotel of your choice to make the reservation. When talking with the hotel tell them that this should be at the OSU rate listed on the OSU website above and that you will run the payment through eStores (do not give them your personal credit card). Send your email confirmation to Sandy (if you are 55120) or to your local support to initiate and submit the eRequest. After the stay, OSU will be invoiced.