



WASHINGTON D.C. FACILITY

Hotel Lodging

The Washington D.C. Facility has two hotel rooms which may be rented to individuals affiliated with UGA, and have a sole purpose of conducting official UGA business during their stay. This includes all UGA employees, students, and individuals on affiliated boards (UGAF, Alumni, Athletic, and Research).

All UGA employees and students must follow applicable UGA Travel Policy when reserving and paying for hotel lodging at Delta Hall. Details for reserving and paying hotel reservations are outlined below.

Reservations

To make a reservation, contact the Assistant Director of Federal Relations, Samantha Cadet at Samantha.Cadet@uga.edu or 202-957-8705.

Standard Room - \$100.00/night

Suite with Kitchenette - \$150.00/night

Check-in

Delta Hall is a housing facility for undergraduate students and is **not accessible** to the public. For security reasons, the building remains locked at all times. Therefore, upon first arrival guests must be granted access to the facility by an employee. Delta Hall does **not** have a 24-hour desk assistant, therefore, guest **must inform** the Assistant Director of Federal Relations of their estimated time of arrival to the facility. Guests should arrive during normal business hours (Monday – Friday between 9 AM – 6 PM; excluding holidays). If guests absolutely cannot arrive during normal business hours, please contact the Assistant Director to determine if check-in is still possible.

Payment Options

All payments for hotel lodging are made payable to the University of Georgia Foundation. Individuals staying in the hotel rooms have three options for paying lodging. The preferred payment option should be clarified up front when making a reservation.

1) Credit Card Payment

Individuals can pay for lodging with a personal credit card onsite at Delta Hall. DC Operations staff will provide a paid receipt from the UGA Foundation, and individuals can submit their receipt for travel reimbursement.

2) Direct Billing for Payment Using UGA Funds

DC Operations staff can provide an invoice from the UGA Foundation to the UGA Department. Departments may use the invoice to submit a Check Request through UGA to make direct payment to the UGA Foundation. *Note: this payment should be processed as a Check Request and not an E-Ticket since the UGA Foundation is a separate entity.*



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3) Direct Billing for Payment Using UGA Foundation Funds

DC Operations staff can provide an invoice from the UGA Foundation to the UGA Department. Departments may email the invoice to Brandon Scott, brscott@uga.edu at the UGA Foundation and request payment be transferred from the Department's UGA Foundation account.

Invoices should be submitted for payment within 7 business days of staying at Delta Hall.

For questions concerning invoices or payments, contact Brandon Scott, UGA Foundation, at brscott@uga.edu or 706-542-5787.