

## HOTEL/MOTEL ACCOMMODATIONS

- The University will reimburse the traveler for the actual cost of accommodations within a reasonable level. Where travel costs are charged to a sponsored project, the terms of the applicable contract or grant will take precedence if more stringent. See [Sponsored Projects – Research Grants/Contracts](#).
- When the traveler is attending a conference at a host hotel/motel, the University will normally accept the conference rate at the host hotel/motel.
- All original lodging receipts must be itemized and are required regardless of cost. The [Expense Report](#) must show costs by category. When meals, telephone, and other items are charged to a hotel room, the amounts must be separately entered from the lodging cost on the Expense Report in the appropriate category of expense.
- When the traveler is accompanied by someone whose trip is not authorized by the University, the University will reimburse for accommodations only at the single occupancy rate.
- Movies, exercise facilities, or other forms of entertainment are not an allowed reimbursable University travel expense.
- Hotel Occupancy Tax Exemption Certificate
  - Baylor is exempt from the Texas state hotel occupancy tax. Travelers should use an exemption certificate to avoid paying this tax. Obtain [Texas Hotel Occupancy Tax Exemption Certificate](#), which requires a Bear ID and password.
  - Information on the potential exemption from the hotel tax of other states can be found on the Tax & Compliance Accounting website. See [Other States Hotel Tax](#).