

Hotel Master Account Policy

The Office of Continuing Medical Education Hotel Master Account Policy is intended to reflect consistency and compliance with University accounting and reimbursement policies, Federal rules as defined by the Internal Revenue Service (IRS) and to control access to the master account for the purpose of charging non-course related expenses.

Charges to the hotel master account must meet the following criteria:

1. Expenses that relate to the planning of the meeting, or any part of the planned activity taking place on hotel property. Examples: AV, catering, room amenities for speakers, speaker dinner held on property, etc.
2. Expenses related to lodging for staff, faculty and program director. Examples: Room and tax for the coordinator, course directors and speakers as designated by the course director. Additional approved expenses in the room may include internet connection or phone calls and may be designated as a charge to the master account if approved prior to the activity by the course director (approval must in writing).

Incidental Charges

1. Incidental charges are not to be charged to the Hotel Master account. Course directors, speakers and coordinators shall provide a personal credit card upon check-in at the hotel for any incidentals. Reimbursement for such charges is to be submitted on a Travel Expense Form for review, approval and processing by the University accounts payable office.