

Hart County Charter System Lodging Policy and Practices

Effective January 1, 2025

In order to streamline the process of booking lodging for school-related travel, the following procedures will be in effect starting January 1, 2025:

- 1. Lodging Reservations**

All lodging reservations must be made and processed by the school bookkeeper. Bookkeepers are responsible for contacting the hotel directly to reserve rooms at the Government rate, which ensures the waiver of applicable taxes due to our affiliation with the school system.

- 2. Payment Methods and Hotel Procedures**

When making a reservation, bookkeepers should also inquire whether the hotel accepts checks as a form of payment.

- a. If the hotel accepts checks, the bookkeeper must confirm whether the check should be submitted in advance (at least two weeks prior to the stay) or if it should be presented at check-in.
- b. If the hotel does not accept checks, the booking will be paid using the Board of Education's P-card. In this case, the hotel may require a credit card authorization form, which will be provided to the school bookkeeper by the hotel. This form must be completed at the Board of Education office before it is submitted to the hotel.

- 3. Tax-Exempt Status**

At check-in, present tax-exempt forms provided by the district to the hotel staff. Upon check-out, verify that all taxes have been waived.

- 4. Receipt Submission**

After checkout, ensure that the receipt shows the correct charges and that taxes have been waived. Please initial the receipt and forward it to Buffy Allen in the Accounts Payable department for processing.

By adhering to these guidelines, we can ensure that all lodging expenses are properly documented and processed in accordance with district policies.