

Wood County Educational Service Center Hotel Reservation Pointers

Following are some general guidelines to follow when securing hotel reservations for work related travel.

- Whenever possible, always take an ESC issued credit card or an ESC issued check, payable to the hotel, with you. This will exempt you from being charged tax. Do not use personal credit cards.
- If staying within the city of Columbus, you should never pay any tax (hotel, bed tax, city tax, etc). We have a Columbus city tax-exempt form as well as a state tax-exempt form that exempts the ESC from ALL taxes, as long as you take an ESC issued check with you.
- If staying outside of Columbus, but within the state of Ohio, you will still be exempt from state tax.
- In order to take an ESC check with you, you will need to call the hotel and get the room rate. ALWAYS ask for the state government rate, and verify that the rate you are quoted does not include tax (see both bulleted items above).
- Due to our affiliation with an educational organization, following are *discounted* rates for select hotels in the Columbus area. When reserving a room, ask for the “**Ohio Schools Council Rate**” and **give the rate code listed** for the property you are staying at:
 - Courtyard by Marriott / Worthington - **OSC rate code 421, \$109.00 call 614-436-7070**
 - AC Hotels Marriott Columbus Downtown - **OSC rate code 421 on Marriott.com, 16% off Hotel’s Best Available Rate**
 - Renaissance Columbus Westerville Polaris - **OSC rate code 421 on Marriott.com**
- Hotels usually only have a set number of rooms they hold at the state government rate. If the hotel does not have any rooms left at that rate, ask for the next least expensive rate. Many times, you can secure a discounted room rate if you belong to AAA, AARP, or any other travel discount programs. It is also a very good idea to check on the Internet. A majority of hotels have reduced

room rates when booking a room on-line. Most hotel web sites request a credit card, but do not charge the card at that time. You will have to use your personal credit card to hold the room, and then take an ESC check with you to present at check-in at the hotel.

- Many times, you can get a less expensive rate when reserving a room if you do not mention you are associated with a group or conference that is holding their meeting at the hotel. So, it is best to first call and ask for a state government rate, or the least expensive rate if those room rates are full, and compare that rate to the rate listed in your conference materials, if applicable. Then book a room whichever way is the most affordable.
- Complete a requisition form and submit it to your supervisor for approval. The requisition must include the date in which you need to pick up the check from our office to take with you. Highlight this information as well so it is very clear. **Please allow a minimum two-week turnaround from the date you submit the requisition to your supervisor.**
- When taking an ESC check with you, you must remember the following:
 - Always review your bill upon checkout to make sure taxes were not charged.
 - Always bring back an itemized receipt to give to the Fiscal Data Specialist as backup documentation for the check that was given to you in advance.