



## HOTEL ADMINISTRATION

### HOTEL EMPLOYEES

The Hotel Administrator determines its employees' eligibility. Once added or approved, the employee receives a welcome email with login credentials from us. Employees can then book both Hotel Employee Rates and Friends & Family Rates offered in the Program.

### EMPLOYEE RATES

Eligible employees may book both Hotel Employee Rates and Friends & Family Rates offered by hotels in the Program. Hotel Employee Rates are discounted typically 40%-80% from Published Rates. Friends & Family Rates are discounted 20% to 40% from published rates.

### QUICK LINKS

#### BOOKING WEBSITE

**TO BOOK:** Employees can book HER rates direct at:

[book.hotelemployeerate.com](http://book.hotelemployeerate.com)

#### ONBOARDING

**FLYERS :** Print & post QR Code Sign-Up Flyers:

[www.hotelemployeerate.com/collateral](http://www.hotelemployeerate.com/collateral)

**SIGN-UP FORM:** Email the Sign-Up Form link:

[www.hotelemployeerate.com/signup](http://www.hotelemployeerate.com/signup)

**EXTRANET:** Add employees via the Admin Extranet.

[book.hotelemployeerate.com/members](http://book.hotelemployeerate.com/members)

#### TERMINATION

To remove employees go to "Members," click on the employee and click "**Delete.**"

[book.hotelemployeerate.com/members](http://book.hotelemployeerate.com/members)

### PROGRAM NOTES

**APPROVAL:** By adding or accepting employees enrolled on your Hotel Employee Rate Account, you are offering your approval for the employee's usage of the Program.

*Additional authorization forms are not required.*

**TERMINATION:** Employees no longer employed with the Company or who are no longer eligible for travel must be removed from the Hotel Employee Rate Program.

**CONTROL:** All bookings made by employees in the Program include the booking details as well as the employee's place of employment and administrator's contact information for added control.

**FRIENDS & FAMILY:** Hotel employees can add up to 10 Friends & Family to their account, whom can book and travel on their own by clicking on "Members."

### TRAVEL POLICIES

The Hotel Employee Rate travel program allows for unlimited travel for all employees for leisure travel only.

Proper conduct is expected at all times by employees traveling in the Program.