



PROFESSIONAL DEVELOPMENT PROGRAM ROCKEFELLER COLLEGE

UNIVERSITY AT ALBANY State University of New York

Accommodation Policy for: Healthy Families Training Institute - Attendee

Date(s) of the Institute: September 18-20, 2017

Institute Location and Hotel for Overnights: The Desmond Hotel, 660 Albany Shaker Rd, Albany, NY 12211

You are eligible for an overnight stay during the Healthy Families Training Institute if you must travel 50 miles or more (or 1 hour or more) one way from your agency office. Those eligible (based on the stated criteria) for overnight stays for this institute will be eligible for up to two nights lodging: the nights of September 18 and 19; checking out on September 20.

The Research Foundation for The SUNY will cover the cost of double room accommodations.

The Research Foundation for The SUNY will cover the cost of a single room in "odd-person-out" situations (e.g., 13 males, 12 females) based on overnight occupancies from all institute attendees.

The hotel front desk staff are not authorized to make changes in your room assignment without approval from The Research Foundation for The SUNY.

The Desmond Hotel credit card authorization form needs to be completed in advance by each individual who requests overnight accommodations for the institute. Please complete the form that was attached to your individual registration confirmation email and **fax it directly to The Desmond Hotel and Conference Center at 518-640-6069 by September 1, 2017.** Please confirm receipt by the hotel by calling the reservationist at 518-640-6120. If you need a copy of the form sent to you, please email Laura Vecchio at lvecchio@albany.edu.

At check-in, you **must present a credit card** to cover a mandatory deposit for your incidentals. Use of a debit card is not recommended for this purpose. This hotel does accept a cash deposit for incidentals.

If you request a single room, you are responsible for an additional cost per night paid to the hotel at check-in. At the time of the institute registration announcement, the co-pay for a single room is \$58.00 per night; however, this amount will be adjusted if the government per diem changes. Contact Laura Vecchio at 518-442-6620 or lvecchio@albany.edu to confirm the single co-pay. If your agency covers the cost of the single co-pay, you must provide their tax exempt form to the hotel along with a method of payment. Single co-pays must be paid with a credit card (organization or personal). It is the responsibility of the institute attendee upon check-out to confirm the correct payment method has been implemented by the hotel for the single co-pay.

The Desmond Hotel is 100% smoke free in all guestrooms and public areas. Should you or a guest smoke in your room, a minimum fee of \$175 will be charged to you by the hotel for cleaning.

For overnight institute attendees, breakfast is provided as part of the institute on September 19 and 20, and The Research Foundation for The SUNY provides a \$15.00 per diem allowance for dinner for the evenings of September 18 and 19, as eligible (no receipts for dinner are required). Lunch is provided to all attendees on September 19 and 20.

All non-room hotel expenses, such as telephone calls, will be your responsibility and must be paid upon departure.

You must complete a **Travel Payment Request Form**, which will be provided at the institute, to obtain the per diem allowance for dinner, as eligible (no receipts for dinner are required). **Please review and follow the instructions provided in the Travel Policy regarding submission methods and deadline for receipt of Travel Payment Request Forms.**