

Pcards with the Hotel Enhancement

- 1) If your pcard has the hotel enhancement (or if you are checking out a SNRE business office pcard), you can charge room and tax to the pcard only. Check with the business office if you do not know which enhancements your pcard has.
- 2) Please be sure to have a travel authorization on file before making hotel reservations.
- 3) Some hotels may require that the pcard being charged for lodging be present at the time of check-in. When you make your hotel reservation verify this information with the hotel. If you use a department pcard for the reservation, you cannot take it with you on travel. Instead you would need to pay for lodging on your personal card and then get reimbursed. If the traveler has a personal or lab pcard with the hotel enhancement, then they can take that pcard for travel transactions.
- 4) You will be asked to provide a personal credit card at check-in for incidentals

Link with details: https://pacs.arizona.edu/pcard_manual_page6