

## Attachment E

### Reimbursements Related to Training Attendance

The contractor shall be responsible for all incidental expenses during the stay (ex. food, phone calls, movies, etc.). Hotels may ask for a cash deposit or credit card upon check in and to guarantee payment for incidentals. Any charges for "extras" whether it is extra pillows, cleaning fees for smoking in a non-smoking room, roll away beds, or extra people staying in the room shall be the responsibility of the contractor. Please make arrangements for payment with the lodging facility upon check out. The state agency suggests the use of a credit card or cash for the incidentals and not a debit card. The contractor is advised if a debit card is utilized, it may cause a hold on the debit card account.

The state agency shall not be responsible for any no-show charges to hotels. If the contractor does not show up and does not cancel the room by the appropriate time, the contractor shall be responsible for paying any no-show charges.

The contractor shall not guarantee a reservation to the state agency. If the contractor does not plan to arrive by 6:00 p.m., the contractor must guarantee the reservation, whether with a credit card or by direct personal arrangements with the reservations office of the lodging facility. If the contractor does not show, the contractor shall be responsible for all no-show charges.

If the contractor needs to cancel a reserved room, the contractor must contact the lodging facility directly at the number provided. Please make sure a cancellation number is received. The contractor should provide the cancellation number to the state agency Training Unit.

The contractor shall be aware that the lodging facility may ask for a deposit upon check in. The contractor shall be responsible for the deposit. In the event the contractor has no incidentals, the deposit will be returned by the lodging facility upon check out. The state agency suggests the use of a credit card or cash for the deposit and not a debit card. The contractor is advised if a debit card is utilized, it may cause a hold on the debit card account.