



Dear Department Booking Agent,

The following are step-by-step directions how to make a reservation at the Rutgers University Inn and Conference Center.

Departments receive a discounted, tax exempt rate for reservations paid by internal purchase order. These rates are accessible in our booking engine with a promotional code. The promotional code is department-specific. This code should only be shared with those responsible for making reservations on behalf of your department.

Additionally, a placeholder credit card is issued to the department to allow you to bypass the payment portion of the reservation software so that you may process an IPO. This information should only be shared with those responsible for making reservations on behalf of your department.

Our Guest Services agents can assist with any questions you might have. We appreciate your patronage and look forward to serving your department and visiting guests.

Best Regards,

Deana Pagnozzi

Deana Pagnozzi | Director
P. (732) 932-9144, ext. 2350 | E. dpagnozzi@docs.rutgers.edu

- To make a reservation, visit our website inn.rutgers.edu.
- On the homepage, the Reservations Widget is located under the main banner image.
- Enter dates of travel into the CHECK IN and CHECK OUT fields. Enter the number of guests. Then enter your department access code in the PROMO/GROUP CODE field and click BOOK.
- You will be brought to the RoomKey reservation software RATES page. If we have availability during your requested dates, available rooms will appear on the Rates page. The screen should look something like this:

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

- Same day reservations are not accepted online. Please call 732-932-9144 to see if we have availability. Same day reservations can only be processed as walk ins.
- If we are sold out on any of your request dates, and you would like to be added to our wait list, please [Click here](#) .
- **Rutgers University Departments** -All reservations made for and paid by Internal Purchase Orders now require a special department code. If you do NOT have a code already assigned, please [Click here](#) to request a code.

[Modify/Cancel](#) [Groups](#) [Travel Agents](#)

BOOK ONLINE **1. Search** **2. Rates** **3. Guests** **4. Done**

Rates

Check out available rooms and their rates below

Group Code

Check In Check Out # of Nights

Adults Children [SEARCH AVAILABILITY](#)

Rate Categories Room Type All Prices in: **USD**

Rutgers Department Rate ▲



Non Smoking Double Double

Our Double Room is appointed with two double beds, hypoallergenic bedding, a microwave/mini-fridge, a desk, full private bath with eco-toiletries, flat screen television

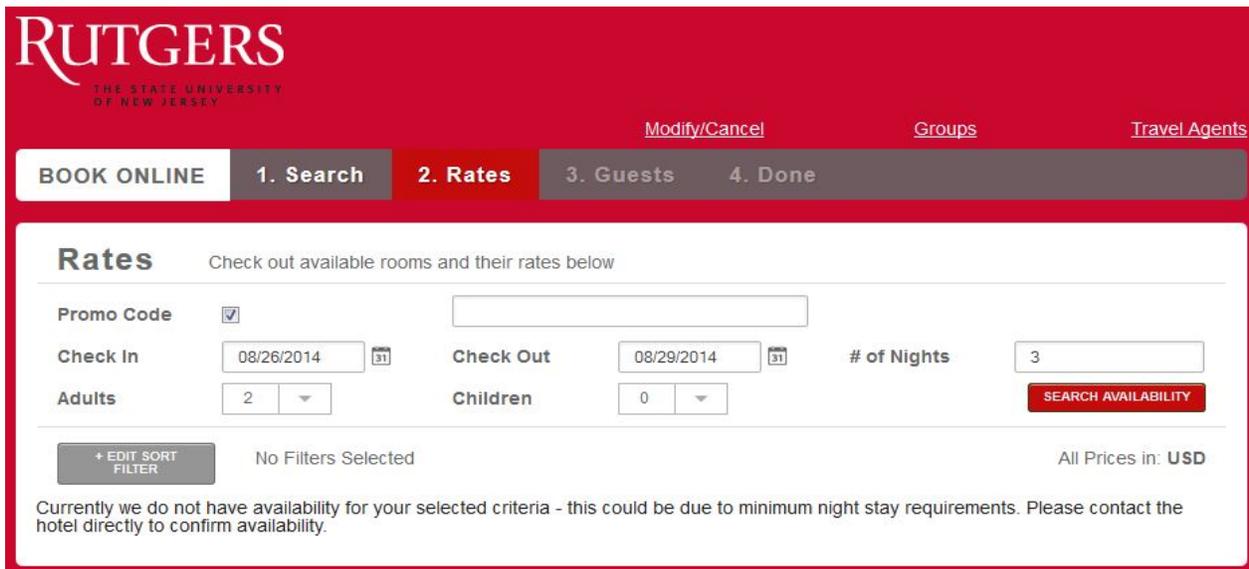
[SHOW DETAILS](#) hels, coffeemaker and complimentary

72.50
per Night

[Book Now](#)

RU Dept: Flexible Rate

- We are currently only offering the **RU Dept: Flexible Rate**, which varies by season (Summer 2021-\$72.50; Fall 2021- \$82.50) and can be cancelled by 4:00pm on the day before the arrival date at no charge. Select the room type that best fits your guests' needs by clicking the **Book Now** button.
- If you do not see the discounted department rates, the Department Promo Code was not entered.
- If we are sold out, the screen will look like this:



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BOOK ONLINE 1. Search 2. Rates 3. Guests 4. Done

Rates Check out available rooms and their rates below

Promo Code

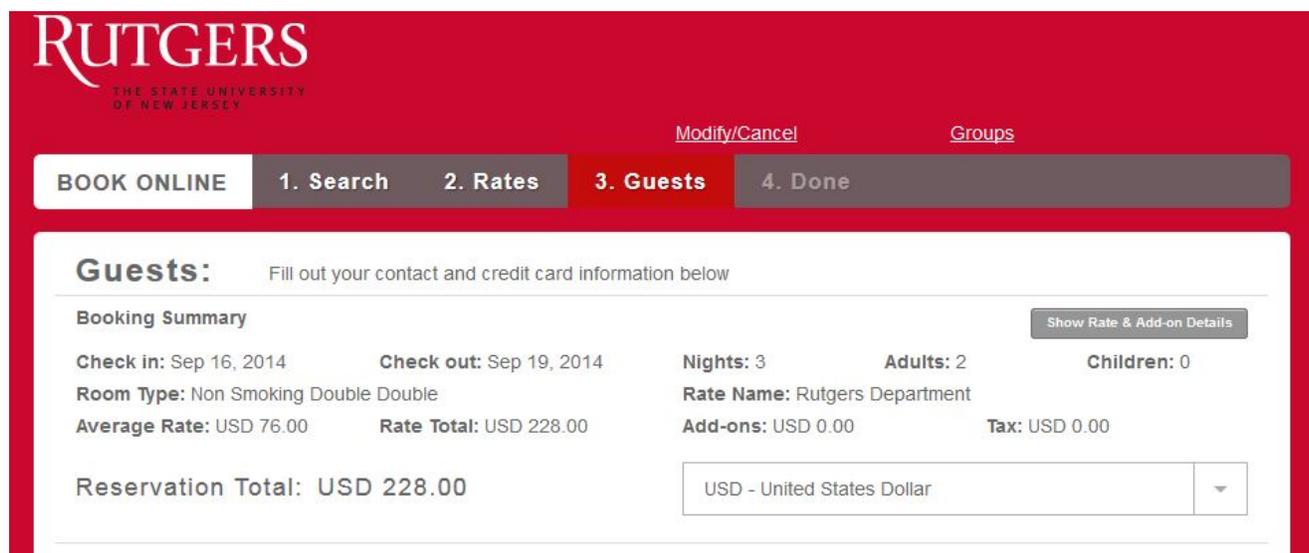
Check In Check Out # of Nights

Adults Children

No Filters Selected All Prices in: USD

Currently we do not have availability for your selected criteria - this could be due to minimum night stay requirements. Please contact the hotel directly to confirm availability.

- If you have alternate dates, use the **Calendar** icons to select new dates and click **Search Availability**.
- You may also request to be on the **Wait List** from our **Make a Reservations** page on the website.
- If the dates are available, the **Guests** page will look like this:



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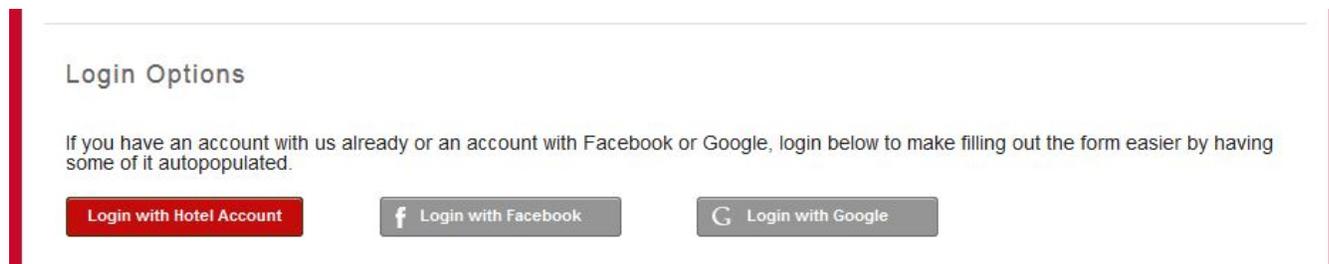
BOOK ONLINE 1. Search 2. Rates 3. Guests 4. Done

Guests: Fill out your contact and credit card information below

Check in: Sep 16, 2014	Check out: Sep 19, 2014	Nights: 3	Adults: 2	Children: 0
Room Type: Non Smoking Double Double		Rate Name: Rutgers Department		
Average Rate: USD 76.00	Rate Total: USD 228.00	Add-ons: USD 0.00	Tax: USD 0.00	

Reservation Total: USD 228.00

- The booking summary will appear. Review the information to make sure it is accurate.
- If you have made reservations before, you may click the **Login with Hotel Account** button and use the email and password you created. (Disregard the options for Facebook and Google.)



Login Options

If you have an account with us already or an account with Facebook or Google, login below to make filling out the form easier by having some of it autopopulated.

- If this is your first reservation, click **Login with Hotel Account** and click **Create Account**

The image shows a login form with the following elements:

- Header:** "Login" title.
- Links:** "Create Account" and "Forgot Password" links.
- Fields:** "Email" and "Password" input fields.
- Buttons:** "Cancel" (grey) and "Login" (red) buttons.

- Under the **Contact Details** section, enter the **GUEST'S** name. The address, email and phone number should be your department information. **Returning users will notice the screen is pre-populated with your information from the last time. Be sure to edit the guest name.

The image shows the "Contact Details" form with the following fields:

- First Name** (text input)
- Last Name** (text input)
- Email** (text input)
- Phone #** (text input)
- Street Address** (text input)
- City** (text input)
- Country** (dropdown menu: "Select Country")
- State/Province** (dropdown menu: "Select State/Province")
- Zip/Postal** (text input)

- In the **Credit Card Details** section, enter the **Department Credit Card** info we issued you. This will allow you to complete the booking so you can pay by IPO.

The image shows the "Credit Card Details" form with the following fields:

- Name on Card** (text input)
- Card Number** (text input)
- Card Type** (dropdown menu: "Select Card Type")
- Expiry** (Month and Year dropdown menus)
- CVV** (text input)

- In the Additional Comments section, include **your name**. If you have any other important information regarding your guest, please include it here.

Additional Comments:

- Lastly, **check the box** to indicate you have reviewed the **Property Policy** which includes the cancellation terms, IPO terms, and our Marketplace supplier name and number.

[I have read and agree with the Property Policy.](#)

- Click the **Complete Booking** button



- Your reservation ID number will appear. A confirmation email will be sent to you. You may then forward the booking details to your guest(s).
- You also have the option to print the confirmation or make another reservation from this screen.

[Modify/Cancel](#) [Groups](#)

BOOK ONLINE 1. Search 2. Rates 3. Guests **4. Done**

Thank you, your room has been booked successfully!

Your Confirmation # 4481

A copy of the confirmation has been sent to you via email at:
ssbello@docs.rutgers.edu

PRINT YOUR CONFIRMATION

MAKE NEW RESERVATION

Share your reservation!

" I just booked a stay at Rutgers Inn and Conference Center!
Can't wait to get there.
<http://www.ruicc.rutgers.edu> "

 Like { 0 } Tweet { 0 }

- You will now need to prepare a requisition in Marketplace. Search by our supplier name **IPO: Univ. Inn & Conference Center (856)** for lodging. You can no longer search just by supplier number, you must use the whole string. The University Inn Lodging IPO # 856 has been assigned the recovery account **74116**. This account is the 5 digit "natural account" at the end of your department's GL chart string, e.g. XXX XXXX XXXX 0001 100 XXXX **74116**. For a project string, this number would be the "**Expenditure Type.**" Once the purchase order has been approved, please email the release number to rutgersinn@docs.rutgers.edu.

Thank you!