

**Q:** What is the ASU hotel program?

**A:** *It's a managed program providing the most competitive rates for both group and transient business.*

**Q:** What are the benefits of having the hotel program?

**A:** » Assistance with negotiations » Seasoned negotiator  
» Leveraging relationships and spend » Competitive rates  
» Less risk in agreements (attrition, cancellation, early departure fees)

**Q:** How is the program different from past processes?

**A:** *We now use a contract template that has been pre-approved by the Office of General Counsel for all contracting. Hotel agreements will not be used and Anthony Travel has the authority to sign agreements when using the contract template. In addition, the ASU Hotel Program manager is on site and available to you to assist with your hotel needs.*

**Q:** When would a contract go through the ASU Hotel Program?

**A:** *A contract would go through the ASU Hotel Program when ASU is the organization responsible for the contract and financially responsible.*

**Q:** Who should I reach out to when I have a request?

**A:** *Please contact Ashlin Shinn or complete the [Hotel Inquiry Form](https://fs30.formsite.com/AnthonyTravel/ASU/index.html).*  
<https://fs30.formsite.com/AnthonyTravel/ASU/index.html>

**Q:** How far in advance should I reach out to book a hotel?

**A:** *The further out from a program date we can begin the process, the better our chances of securing favorable rates and availability.*

**Q:** What does sourcing a hotel mean?

**A:** *Sourcing is the act of sending an RFP and soliciting a response from a hotel.*

**Q:** What information do you need to source the hotel?

**A:** *To source the hotel(s) we would need approval from the travel approver (an email stating the spend has been approved is acceptable). The [Hotel Inquiry Form](#) can be completed online or the [PDF version](#) can be sent via email to Ashlin Shinn. Please include any hotels you would like for us to ensure we source.*

**Q:** What is the difference between group blocks and individual bookings?

**A:** *Group blocks are 10+ rooms per night. Should you have a need for less than 10 rooms, we can still assist as we have negotiated rates at several hotels that we can offer to those that don't qualify as a group.*

**Q:** Are departments able to sign their own hotel agreements?

**A:** *Per ASU policy, departments are able to sign their own hotel agreements provided the value of the agreement is below \$5,000 inclusive of tax. Should the value of the agreement exceed \$5,000 the department cannot sign the agreement and must go through Anthony Travel.*



**ASHLIN SHINN, CMP**

HOTEL PROGRAM MANAGER, ASU

[ashlinshinn@anthonytravel.com](mailto:ashlinshinn@anthonytravel.com)

(office) 480-965-9161

[AnthonyTravel.com](http://AnthonyTravel.com)