

**STATE OF TEXAS  
HOTEL RATE AGREEMENT**

**Required Information**

Information needed **PRIOR** to completing the State of Texas Hotel Rate Agreement (HRA).

- Primary Contact name and e-mail address for the hotel
- Name and e-mail of the General Manager/Owner of the hotel
- Hotel/Lodging website URL if available
- Only one of the below ID numbers is required. (If you are an Out-of-State facility, you will not see this requirement on your application).
  - Taxpayer ID Number
  - Charter ID Number
  - Federal Employer ID Number

(Note: If you have any questions regarding the Comptroller's taxpayer number, please call 800-252-1385. For questions regarding the Federal ID number, call your accountant.)

- Location/Proximity information:
  - Name and distance in miles to nearest commercial airport
  - Name and distance in miles to the second nearest commercial airport
  - Distance in miles to downtown.
- Hotel Chain and Property Codes that identifies property in each GDS
- Average Daily Rate for Single Occupancy Room

Please keep in mind state employees are reimbursed for actual lodging expenses NOT to exceed contract rates and/or federal travel rates set by the U.S. General Services Administration. (**Note:** Some state entities may have internal policies with more restrictive reimbursement guidelines than those established through the Comptroller of Public Accounts.)

If rates are unavailable, state employees will look to other properties to obtain a rate at or below rates set by federal travel regulations.

- Reservation/room availability of 100% or Limited  
Select either 100% or Limited availability for your total single room inventory for the State of Texas. If you select 100% availability, the state of Texas approved contract rates must have last room availability. If you select Limited availability, the state of Texas approved contract rates may be limited to your property's discounted room inventory.

- ADA information:
  - Was your facility constructed or renovated after 1994?
  - If yes, were plans filed with Texas Department of Licensing & Regulation
  - If yes, was a certificate of compliance issued?

For inquiries regarding ADA requirements for either Texas Properties or out-of-state properties, you may call the Southwestern Disability Technical Assistance Center at (800) 949-4232. Texas properties may contact the Texas Department of Licensing and Regulation Web site at: [www.license.state.tx.us/ab/tas/abtas.htm](http://www.license.state.tx.us/ab/tas/abtas.htm) or call (512) 463-6599. Out-of-State properties may access <http://www.ada.gov>.
  
- Reservation Restrictions (These will not affect your application):
  - Do you want travelers to ask about possible lower rates?
  - Will State of Texas Rates be honored during special events? If answering no, specific dates must be provided.
  - Will State of Texas Rates be honored during holidays? If answering no, specific dates must be provided.
  - Will State of Texas Rates be extended to employees for personal travel? (Many lodging establishments extend the contract rates to state employees for their own personal travel.)
  - Will State of Texas Rates be "commissionable" to travel agencies?
  - Will a "cancellation fee policy" be enforced?
  - Will an "early check-out" fee be enforced?