



FAM TRIPS RESERVATION PROCESS

- The reservation process in the hotels always must follow the guidelines defined in the InterCompany Reservations Policy
- FAM TRIPS are sponsored always by the Commercial Direction of the BU or RO
- It is mandatory to send a services request via email to Operations Management
- RO or BU requestor center (CS center 990000XX)

Rates & Conditions applicable			Rest of Services	Statistic Data TMS Reservations	Voucher	FI Posting
Conditions		TMS Rate and Price Code	Conditions		Information invoice: Voucher Field	GL Account AP
Forecast Occupancy <60%	NH: 35€ BB inc. VAT NHC & NHOW: 40€ BB inc. VAT <u>For LATAM hotel rates will stay the same but currency will be in \$</u>	NH_FAMTRP1 NH_F1_35 & NH_F1_40	CITY/ TOURISTICTAX: included in the credit invoice to the NH center, whenever possible	Source of Business: IC-SALES (SA) Travel Reason: IC-FAMTRIP (FT)	FAMTRIP-SA (company code and business area based on customer, ceco always SA)	62730000 SPONSORS EVENTS & FAIRS
Forecast Occupancy <90%	NH: 60€ BB inc. VAT NHC & NHOW: 70€ BB inc. VAT <u>For LATAM hotel rates will stay the same but currency will be in \$</u>	NH_FAMTRP2 NH_F1_60 & NH_F1_70	TIPS & PAID OUTS: direct payment by the guest			
Forecast Occupancy >90%	35% off BAR LRA	NH_FAMTRIP_D BAR65%	F&B: INV-Sales & Marketing (reason Fam Trips) in POS			
Fam Trips exclusively for one property with forecasted occupancy <90% rooms will be on complimentary basis	Complimentary	COMPLIMENT COMPLIMENT	REST OF THE SERVICES: according to the complimentary level (Discount 100%; reason Invitation commercial in TMS in case free)			
Above conditions are always available excluding during BOD periods, in which FAM Trips are not allowed						

*These reservations are included in the general [INTERCOMPANY RESERVATIONS POLICY](#) so they must follow all the defined guidelines regarding the request and previous authorization of the reservation, as well as the registration and invoicing in TMS.