



UNIVERSITY RATES & INVOICING

We inform you about the rates, prices, and billing mode of University.
As you will notice in the table, there are some charges to be billed directly to the person who consumes them.

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

		Trainers	Participants
			
Lodging	Bed & Breakfast	50 EUR* in most of the hotels and 144 EUR* (need/low demand periods 72 EUR*) for hotels included in the annex below. 36 EUR* in hotels of LATAM. Contract: NH_HOTELS Rate: NH_UNIVERS Price Code:NH_UNIV_01	
	City Tax	Invoiced to University	
	Minibar	Direct Payment** (except WATER which will be FREE)	
	Laundry Service	Free (Only for trainings of three or more days) (External Service invoiced to University)	Direct Payment**
F&B	Coffee Break	3,21 EUR* in most of the hotels & LATAM hotels. 11,55 EUR* for hotels included in the annex below. <i>CFBRK_0100 University Coffee Break in TMS4Meeting</i>	
	Lunch/Dinner	9,63 EUR* in most of the hotels & LATAM hotels. 34,66 EUR* for hotels included in the annex below. <i>BGR_0100 University Menu in TMS4Meeting</i>	
Other consumptions or services (bar, telephone...)		Direct Payment**	
Meeting Room		FREE	
Audiovisual Equipment		FREE (External Service invoiced to University)	
Parking		FREE subject to hotel availability (External Service invoiced to University)	FREE subject to hotel availability and to be booked by the participant (External Service Direct Payment**)
Tips & Paid Outs		Direct Payment**	
Travel Expenses		Managed & invoiced to University	Invoiced to own work center or department

*Taxes are not included in the prices.
** In Direct Payments by the team members, please include the Team Member Discount if applicable.

UNIVERSITY

EUROPE & AMERICAS

ANNEX

List of hotels with special University rates

TMS CENTER CODE	HOTEL NAME	COUNTRY	CITY
ITSA.AMALF	Anantara Convento di Amalfi Grand Hotel	Italy	Amalfi Coast
NLNH.KRASN	Anantara Grand Hotel Krasnapolsky Amsterdam	The Netherlands	Amsterdam
HUBU.NYPAL	Anantara New York Palace Budapest Hotel	Hungary	Budapest
AT09.HANSE	Anantara Palais Hansen Vienna Hotel	Austria	Vienna
ITRM.NAIDI	Anantara Palazzo Naiadi Rome Hotel	Italy	Rome
FR06.PLAZA	Anantara Plaza Nice Hotel	France	Nice
IELD.MAKDU	Anantara The Marker Dublin	Ireland	Dublin
PT08.VILAM	Anantara Vilamoura Algarve Resort	Portugal	Vilamoura
ESMA.VILPA	Anantara Villa Padierna Palace Benahavis Marbella Resort	Spain	Marbella
AD07.PALOM	NH Collection Andorra Palomé	Andorra	La Massana
USNY.MADIS	NH Collection New York Madison Avenue	USA	New York
ITVE.VERON	NH Collection Palazzo Verona	Italy	Verona
ITRM.FORIM	NH Collection Roma Fori Imperiali	Italy	Rome
ITME.TAORM	NH Collection Taormina	Italy	Taormina
ESVL.COVAL	NH Collection Valencia Colón	Spain	Valencia
ITVE.MURVI	NH Collection Venezia Murano Villa	Italy	Murano
PT08.VICAL	The Residences at Victoria Algarve	Portugal	Vilamoura
PT08.ALVOR	Tivoli Alvor Algarve - All Inclusive Resort	Portugal	Alvor
PT11.LILIS	Tivoli Avenida Liberdade Lisboa	Portugal	Lisbon
NLNH.DOELE	Tivoli Doelen Amsterdam	The Netherlands	Amsterdam
PT13.KOPKE	Tivoli Kopke Porto Gaia Hotel	Portugal	Porto
ESTF.CALET	Tivoli La Caleta Tenerife Resort	Spain	Tenerife