



FAMILY MEDICINE - McGill Preferred Hotel Program BOOKING PROCEDURE

To book hotel rooms via the McGill Official Hotel Program, the Finance team will need the following:

- Your reservation confirmation number (*see SENS Hotel contact below*)
- **or** your official arrival/departure dates/times, along with the traveller's name
- The Fund Manager's email approval
- FOAPAL to charge

We will then request the purchase order in McGill Market Place, advise the hotel and requestor of the PO number. We will do regular follow up emails to requestor and vendor, if proper invoice is not submitted after the event.

SENS Hotel
1808 Sherbrooke St W
Montreal, Quebec H3H 1E5 Canada
+1 514-933-8111

| 4 Star Properties | Sens Hotel (formerly Meridien Versailles) | |
|-------------------------------|---|-------------|
| | Low Season | High Season |
| Contract Year | | |
| May 1, 2021 to April 30, 2022 | \$115.00 | \$115.00 |
| May 1, 2022 to April 30, 2023 | \$115.00 | \$150.00 |
| May 1, 2023 to April 30, 2024 | \$117.00 | \$155.00 |

Finance Team can be reached at reimbursement.fammed@mcgill.ca

November 3, 2023