Payment Chart for Hotel Room Nights, Meetings, Conferences, Events paid by McGill

Legend:	PCC	3rd Party Adv	MMP	Proc Pcard
• **PCC** = Personal credit card (authorized expenses will be reimbursed by McGill via an approved Expense Report) • **3rd Party Adv** = Third Party Prepayments advance (through Minerva) • **MMP** = McGill MarketPlace = Purchase Order (payment of invoice by Accounts Payable) • **Proc Pcard** = McGill Central Procurement PCard (subject to submission of Procurement PCard request form) • **√ = Preferred Option** • **√ = Alternative Option**				
Hotel Room Nights *Note* all charges other than room + tax (ex. parking, breakfast, incidentals, etc.) MUST be paid on a personal credit card regardless of payment method				
Room Nights at McGill Official Hotel Program (MOHP) in Montreal area				
Room reservation and deposit (if required)			√	
Final invoice			√	
Individual Room Nights at Hotels (other than MOHP) in Montreal area and worldwide				
Room reservation and deposit (if required)	√			
Final Invoice	√			
Group Room Nights (10+ rooms) at Hotels (other than MOHP) in Montreal area and worldwide				
Room reservation and deposit (if required)		√		√
Final Invoice		√		√
Meetings, Conferences, Events				
McGill Hosted Meetings/ Conferences/Events at MOHP hotel in Montreal area (including room nights on same invoice)				
Deposit			√	
Final Invoice			√	
McGill Hosted Meetings/Conferences/Events in Montreal area (excluding MOHP hotels) and worldwide (including room nights on same invoice)				
Deposit		√		√
Final invoice		√		√

For Faculties/Departments that book very frequent events/groups, contact **Financial Services** to explore alternative payment options.

For questions contact **travel.procurement@mcgill.ca**