

Payment Methods

Hotel Room Nights, Meetings, Conferences, Events

Legend: <ul style="list-style-type: none"> • PCC = Personal credit card [authorized expenses will be reimbursed by McGill via an approved Expense Report] • PCard = McGill Central Procurement PCard (subject to submission of Procurement PCard request form) • MMP = McGill MarketPlace = Purchase Order (payment of invoice by Accounts Payable) • √ = Preferred Option 	PCC	PCard Central Procurement	MMP
Hotel Room Nights			
Room Nights at McGill Official Hotel Program (MOHP) in Montreal area <i>For Visitors whose accommodation is being paid by McGill</i>			
Room reservation and deposit (if required)			√
Final invoice			√
Room Nights at Hotels (other than MOHP) in Montreal area and worldwide			
Room reservation and deposit (if required)	√		
Final Invoice	√		
Credit Card required at Check-in for all properties	√		
Meetings, Conferences, Events			
McGill Hosted Meetings/ Conferences/Events at MOHP hotel in Montreal area			
Deposit			√
Final Invoice			√
McGill Hosted Meetings/Conferences/Events in Montreal area (excluding MOHP hotels) and worldwide			
Deposit		√	
Final invoice		√	
<i>Room nights bundled with the Meeting/Conference/Events must be broken out and paid individually as per above</i>			