

Frequently Asked Questions (FAQ)

Q: What is the PantherExpress Hotel Program?

A: It's a managed program offered by [Anthony Travel](#), providing assistance to University event planners when contracting for the use of hotel conference facilities and sleeping rooms. This program provides the most competitive rates for both group and transient business, for local and national hotels.

Q: What are the benefits of having the hotel program?

A:

- Assistance with contract negotiations for hotel meeting space and sleeping rooms from an industry professional
- Sourcing assistance (locating the hotel that best suits event needs)
- Competitive rates by leveraging hotel relationships and spend from a national travel agency
- Less risk in agreements (attrition, cancellation, early departure fees)

Q: When would a contract go through the PantherExpress Hotel Program?

A: All contracts with a hotel whether for event space or sleeping rooms will go through the PantherExpress Hotel Program when the University is the organization responsible for the contract and financially responsible.

Q: Who should I contact when I have a request?

A: Please complete the Hotel Room Blocks, Conference/Meeting Space Form in the PantherExpress System or contact Anthony Travel's [Hotel Program Manager](#). Review the [Hotel Room Blocks and Hotel Conference/Meeting Space Request Process](#).

Q: How far in advance should I reach out to book a hotel for an event?

A: The further out from a program date we can begin the process, the better for securing favorable rates and availability.

Q: What does "sourcing a hotel" mean?

A: Sourcing is the act of sending a Request for Pricing and soliciting a response from a hotel.

Q: What information do you need in order to source the hotel?

A: Complete the Hotel Room Blocks, Conference/Meeting Space Form in the PantherExpress System. Include any specific hotels you would like to include in the sourcing process and as much information as you can. Once the request is submitted, the Hotel Program Manager will contact the Department Event Planner with any additional questions and to ensure all requirements are completed. To source the hotel(s) we need approval from the travel approver (an email stating the spend has been approved) before signing any contract.

Q: What is the difference between group blocks and individual bookings?

A: Group blocks are 10 or more rooms per night. Should you have a need for fewer than 10 rooms, we can still assist as we have negotiated rates at several hotels that we can offer to those that don't qualify as a group.

Q: Are departments able to sign their own hotel agreements?

A: No. All agreements need to be initiated by the Hotel Program Manager and signed through the PantherExpress System and Purchasing Services.

Q: How is the program different from past processes?

A: In the past you contacted the venue directly. Now you will contact the Hotel Program Manager for them to source and negotiate the contract on your behalf. This includes all previous Signature Venues as those negotiated template agreements for use at \$10,000 or less are no longer available. Review the [Hotel Room Block and Hotel Conference/Meeting Space Request Process](#).

Q: How do I book a non-hotel venue?

A: The process for non-hotel venues will continue through the current process in place with Purchasing Services.