HUSKYBUY UCONN

Hotel & Events Services

Overview	This user-guide will assist you with the Hotel and Event Services Form Please note: Use this form to gather information regarding your hotel and/or event requirements. If you require multiple agreements with different providers (i.e. hotel, caterer, A/V provider) during this event, you will be required to complete a separate **Hotel & Event Services Request** form for each additional supplier used. **For Payment with Travel Card Only**
Before You Begin	Please reach out to the appropriate Procurement team to discuss your event needs in advance. **Please note:** Agreements should be submitted a minimum of 4 weeks prior to the event (for large events/conferences, these should be planned months in advance).

Step	Action	Screenshot
1	At the Shopping home page of HuskyBuy, find the **Internal Request Forms**. Click on the **Hotel & Event Services Request** form.	
2	Read the instructions carefully. Notice the sections on the left that will guide you through the form. The **Questions** section is the only one that has required fields. You will notice a green check when the section is done. You can click directly on the sections to navigate to them. Click **Next >** to continue.	

1	**Department Information** Provide the Full Name of the Department, First and Last Name of the point of contact and email address for Procurement and Contracting to reach out to with any questions/clarifications. **Note:** Fields with a star are required to complete before you can submit the form.	Form Number **863685** • Purpose **Generic Request** • Status **Incomplete** — Instructions — Questions ⚠ — Review and Submit — Discussion — Form Approvals. On This Page. Department Information. Department Name ★. Department Contact First and Last Name ★. Department Email Address ★	
2	**Supplier Information** Please note: The supplier will **NOT** have to register in HuskyBuy. Provide the required information for the Supplier.	‹ Back to Shopping Home. Hotel & Event Services Re... Form Number **863685** • Purpose **Generic Request** • Status **Incomplete** — Instructions — Questions ⚠ — Review and Submit — Discussion — Form Approvals. Questions - Page 1. On This Page. Department Information. Supplier Information — Provide your supplier contact information. Full Supplier Legal Name ★. Supplier Contact First and Last Name ★	
3	**Event Details** Provide the information required in this section. Items to note: • Do not use acronyms • The event description should provide a clear reason as to what the supplier will provide • An Event Agenda is required if faculty and/or staff will be attending • An Attendee and Affiliation List is required if faculty and/or staff will be attending	‹ Back to Shopping Home. Hotel & Event Services Re... Form Number **863685** • Purpose **Generic Request** • Status **Incomplete** — Instructions — Questions ⚠ — Review and Submit — Discussion — Form Approvals. Questions - Page 1. On This Page. Department Information. Supplier Information. Event Details — Provide Event Details below. Name of Event (Define any acronyms being used in the title of the event.) ★	

4	**Agreement Details** Several lines are provided for you to upload a Word version of the agreement(s) that are needed for this one event and one supplier. If you are contracting with another supplier for a part of the function (i.e. catering, A/V, etc.) then you will need to submit a separate request for that agreement. Please be sure you are reviewing the agreement in detail and answer the questions.	**Hotel & Event Services Re...** Form Number **863685** Purpose **Generic Request** Status **Incomplete** Instructions Questions ⚠ Review and Submit Discussion Form Approvals **Questions - Page 1** › On This Page › Department Information › Supplier Information › Event Details ∨ **Agreement Details** Provide your agreement document(s) and any additional details below. Agreement document (provided in MS Word format) ★ *No File Attached* Upload
5	If you have entered and/or answered all the required questions in the form, click Next at the bottom of the page on the right.	Name of Travel Card User as Listed on Their Card. ★ ❓ John Smith **Please Note:** The monthly limit for the Employee travel card is $5,000 for standard traveler and $10,000 for Frequent travelers. The Single purchase limit is $4,999. Instructions to increase Travel Card limits is located at: https://huskyct.uconn.edu/bbcswebdav/xid-95895556_1 ‹ Previous Save Progress Next ›
6	**Review and Submit** When you have a green check mark that all required fields have been satisfied, you may click **Submit**. This will route to the appropriate team in Procurement for review. Questions may be asked in the **Discussion** section of the form. If your HuskyBuy notifications are turned on, you will receive this notification.	‹ Back to Shopping Home **Hotel & Event Services Re...** Form Number **863685** Purpose **Generic Request** Status **Incomplete** Instructions Questions ✔ **Review and Submit** Discussion Form Approvals **Review and Submit** Request Actions ▾ Hist ✔ Required Fields Complete **Section** **Progress** Questions ✔ Required Fields Complete ‹ Previous Add to Favorites Submit