

# G\_DHS-HSLTP-601 Lodging Costs

- Each G\_DHS\_HSLTP-601 student will pay their lodging costs via their government travel card (if you do not yet have a travel card, you may have to use a personal credit card). The [Hampton Inn & Suites](#) cost is \$109.00 per night. The total cost for 5 nights at this rate is \$545.00.

<u>Check In Date:</u>	<u>Check Out Date:</u>	<u>Total # Nights:</u>	<u>Total Cost:</u>
Sunday, March 13, 2016	Friday, March 18, 2016	5	\$545.00

**\*This does not apply to CBP and CIS students their lodging is covered under an Interagency Agreement (IAA) with the FLETC (so please do not use the website to pay for lodging).\***

**MUST be paid by Friday, March 25, 2016**

# Lodging Payment Procedures

- FLETC Finance Weblink:
  - <http://www.fletc.gov/payment>
  - Click “FLETC Training and Conference Payment”
- Bill Number will be **ADV** (advance payment)
- Enter following information:
  - agency; agency address; student name; telephone number; email address; class acronym (G\_DHS\_HSLTP-601); dates (3/14/16 to 3/18/16); amount; and credit card information

# Lodging Payment Procedures

- Print copy of Payment Confirmation Page
  - This is your receipt
- **If** you need an invoice for your expense report; please contact one of the two FLETC finance persons **BEFORE** submitting the payment online:
  - [Cheryl.thomas@fletc.dhs.gov](mailto:Cheryl.thomas@fletc.dhs.gov); or
  - [michelle.vaillancourt@fletc.dhs.gov](mailto:michelle.vaillancourt@fletc.dhs.gov)