



Preferred Hotel Programme (PHP)

Following a review of the global travel spend and trends of the Food and Agriculture Organization (FAO), FAO is introducing a new travel initiative by way of a ***Preferred Hotel Programme (PHP)*** for accommodation while on duty travel.

Under the PHP, FAO will officially provide hotel accommodation in selected cities using negotiated hotel rates with a number of hotels in the identified PHP locations. Details of the hotels participating in the PHP can be viewed through the following link:

<https://www.cwthotel.com/utn/>

The PHP is a mandatory programme and will apply to everyone travelling on behalf of FAO who receives a daily subsistence allowance (DSA), i.e. staff, non-staff human resources, consultants and non-staff attending e.g. meetings arranged by FAO.

For duty travel to identified PHP destinations, FAO will book and pay for accommodation directly through a dedicated Hotel Desk in the Headquarters travel agency-Carlson Wagonlit Travel (CWT) office. The CWT Hotel Desk will book and issue (by email) hotel confirmation vouchers for the requested hotels and FAO will forward this voucher to the traveller. FAO will then be billed directly for the cost of the hotel room through the Hotel Desk.

As accommodation will be provided, in all PHP locations the DSA will be reduced by the corresponding portion that is allocated for accommodation. The traveller will receive the percentage of DSA that is allocated to meals and miscellaneous expenses. For e.g. in Rome the lodging percentage is 55%, so the traveller will receive 45% of the DSA as part of the travel advance and the hotel will be booked and paid for directly by FAO. The DSA rates and the corresponding lodging percentages are available in the FAO travel system.

The hotel voucher will specify the cancellation policy applicable for each hotel. Please note that, if not being used, any hotels booked would need to be cancelled within the cancellation policy stipulated on the hotel voucher. If hotels are not cancelled in time, cancellation charges will apply and these will be subtracted from the DSA of the traveller.

The main advantages for duty travellers using the FAO PHP include:

- ✓ *no longer having to look for a hotel*
- ✓ *no more worries about ensuring the DSA covers the hotel cost*
- ✓ *PHP hotels are selected for their safety & security features*
- ✓ *PHP hotels will offer a selection of value-added services included in the room rate.*