

## Hotels that are available for Direct Bill to Academic Affairs

- Hilton Garden Inn – 2041 N Bradley Fair Parkway, 316-219-4444
- The Inn at Tallgrass – 2280 N Tara, 316-684-3466
- Hotel at Oldtown – 830 E 1<sup>st</sup>, 316-267-4800
- Staybridge Suites – 2250 N Greenwich Rd, 316-927-3888
- Holiday Inn Express – 2350 N Greenwich Rd, 316-927-3850
- Hotel at WaterWalk – 711 S. Main St, 316-263-1061
- Hyatt Place - 4703 E. 19th Street N., 316-364-4700

The direct bill is only setup with these particular locations. When calling to make the reservation, please let them know that it is a direct bill to WSU, Office of Academic Affairs. For the Hyatt Place, the direct billing will go to Accounts Payable. If it is for a consultant, please email me the information so I will expect it and know where to send the invoice. For approved search candidates, I will process the invoice.

If you have any questions, please contact me at ext. 5051.

Thank you,  
Laura Manning  
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