



Sonesta Employee and Friends & Family Rate Policy

Sonesta Employees Traveling on Leisure: Paycheck must come from Sonesta not RMR Shared Services or Contract Workers).

The Sonesta Employee Rate is based on budgeted annual Average Daily Rate as follows:

Average Daily Rate	Sonesta Employee Rate
Under \$100	\$49
\$100.00 - \$149.99	\$59
\$150.00 - \$199.99	\$69
\$200.00 - \$249.99	\$89
\$250.00+	\$109

Properties that have resort fees or facility fees should **NOT** apply those fees to the Sonesta Employee Rate.

Food and Beverage Discount: 25% off (excluding alcohol)

For international properties, please set the rates based on U.S. dollars.

Instructions for Hotels and Employees: The rate must be booked on Sonesta.com online using promo code **SER**, and guaranteed to a personal credit card. The rate is not available via the Sonesta Call Center. Hotels must keep 5% of inventory available for employees unless occupancy is forecast to be more than 90%. For hotels with very short term booking windows, advance bookings may be restricted to less than 60 days. Employees must obtain an employment verification letter from their manager and submit it upon check in. **(See below instructions on how to book a reservation at the employee rate and how to generate an employment verification letter from Workday.)** An employee may book up to two rooms at the employee rate as long as the employee is traveling with his/her family. If the employee is staying at the hotel; food and beverage discount will be applied upon check out by the front desk agent. The restaurant will calculate the food and beverage discount when the employee shows his/her authorization letter or a Sonesta business card that matches their credit card if the employee is not staying at the hotel. Food and beverage discounts do not apply to leased restaurants such as Dante's Boston, and only apply with advanced reservations, subject to limited availability, at Restaurant R'evolution, New Orleans.

Sonesta Employees Traveling on Hotel Business:

A Sonesta employee traveling on business specifically for the hotel he/she is visiting receives complimentary room, food and beverage and reasonable incidentals, including local phone calls, internet, movies, etc.

Instructions for Hotel and Employees: All reservations are made directly through general manager's office. Anyone visiting the hotel for hotel specific visits must receive approval for that visit from the General Manager. That approval should be obtained before committing to travel plans. The General

Manager may turn down a request if the hotel anticipates selling out. All complimentary charges will be charged to the appropriate hotel department, and individuals will appear on the comp list.

Sonesta Employees Traveling on Business, not for Specific Hotel:

Any Sonesta employee traveling on business for a purpose other than for the hotel receives a discount of 25% discount off best available rate and a 25% discount on food and beverage (excluding alcohol) and complimentary local phone calls and internet.

Instructions for Hotels and Employees: The rate must be booked on Sonesta.com using promo code **SBR**. The rate is not available via the Sonesta Call Center. The hotel may close out this rate code if it anticipates selling out or closing out similar rates. Last room availability (LRA) and upgrades are available on request through the general manager's office. The food and beverage discount will be applied upon check out by the front desk agent. Employees shall put all charges on their personal credit cards and, when appropriate, submit them on their expense account. Food and beverage discounts do not apply to leased restaurants such as Dante's Boston, and only apply with advanced reservations, subject to limited availability, at Restaurant R'evolution, New Orleans.

Vendors and Consultants Visiting on Hotel Business:

Certain individuals, such as advertising agency, consultants, design and construction people, who are visiting the hotel on hotel specific business, receive a complimentary room and free Internet access. This applies to RMR and contract workers, as well. All reservations must be made directly through the general manager's office. Anyone visiting the hotel for hotel specific visits must receive approval for that visit from the General Manager. That approval should be obtained before committing to travel plans. The General Manager may turn down a request if the hotel anticipates selling out. All charges will be charged to the appropriate hotel department, and individuals will appear on the comp list. The General Manager determines whether food and beverage are on a paid or complimentary basis.

Friends and Family Rate:

The friends and family rate is available to anyone who is related to or knows a Sonesta, Reit Management & Research LLC (RMR), Five Star Quality Care, Inc., or TravelCenters of America LLC employee. They receive a 25% discount off best available rate and no food and beverage or other discounts. If the employee rate is not available, employees may book at the friends and family rate, if available.

Instructions for Hotels and Employees: The rate must be booked on Sonesta.com using promo code **FAF**. The rate is not available via the Sonesta Call Center. The promo code may change periodically to avoid widespread publicity and improper utilization of the rate category. Hotels may close out this rate code whenever they wish. Individuals utilizing this rate code shall place all charges on their personal credit cards.

Counterpart and Other Group Requests:

All counterpart and other group requests from Sonesta and RMR are addressed individually by the sales department, revenue manager and general manager. Guidelines would include a small discount off the quoted group rate for that time period and 25% off food and beverage on master account. Meeting space would be on a complimentary basis unless other group business is being displaced.

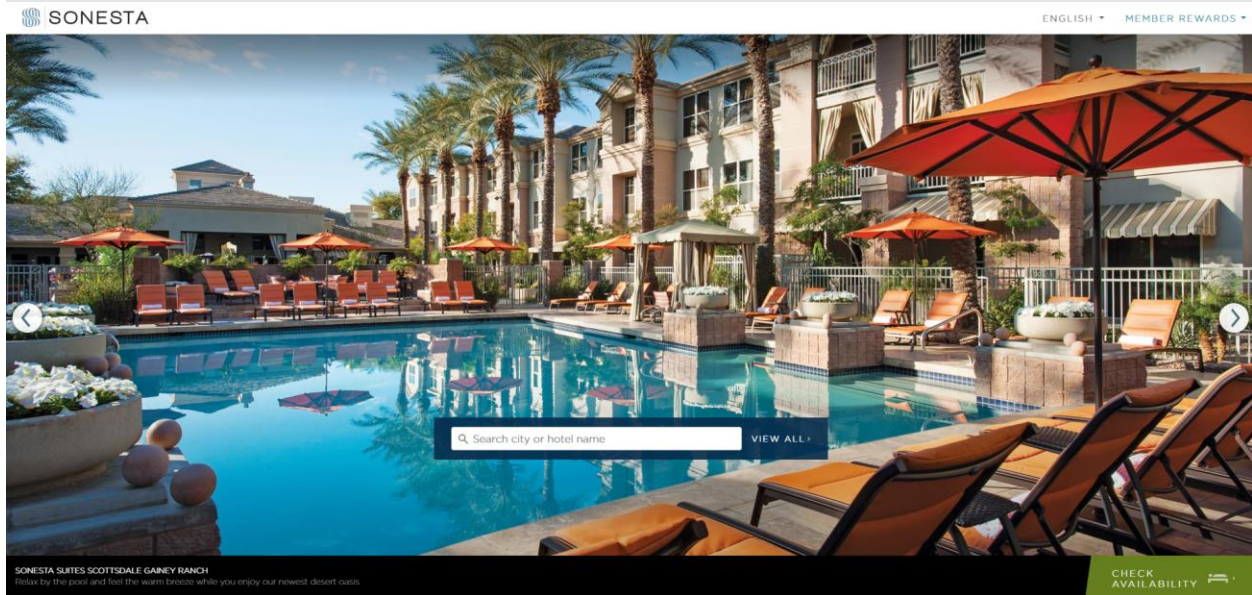
Instructions for Hotels and Employees: Requests for meetings will be made directly to the general manager's office with detail requirements for meeting rooms, audio visual, food and beverage and other requirements. General Manager will turn over to conference services to service the group with clear instructions regarding billing and discounts.

Recap of Sonesta Employee, Friends and Family, Vendors and Consultants Rate Policy

Classification	Rate	Booking Mechanism	Discount
Sonesta Employee on Vacation	Established rate based on budgeted ADR	Online at sonesta.com using promo code SER	25% F&B (excluding alcohol)
Sonesta Employee on Hotel Business	Complimentary room	General Manager	F&B and reasonable incidentals absorbed by the hotel
Sonesta Employee on Business but Not for Specific Hotel	25% off BAR (Best Available Rate)	Online at sonesta.com using promo code SBR	25% F&B (excluding alcohol)
Vendors and Consultants Visiting on Specific Hotel Business	Complimentary Room	General Manager	Determined by General Manager
Friends and Family	25% off BAR (Best Available Rate)	Online at sonesta.com using promo code FAF	None

How to Book a Sonesta Employee Rate Reservation

1. Go to www.Sonesta.com and click Check Availability in the lower right-hand side of the screen.



2. Choose desired hotel and travel dates, and enter promo code SER in the Promo/Corporate Code field. Click Check Availability.

Find a Hotel Cruises X

FIND A HOTEL:

Sonesta Suites Scottsdale Ga

ARRIVING: (e.g. 05/08/2019)
08/07/2019

DEPARTING: (e.g. 05/09/2019)
08/08/2019

NUMBER OF GUESTS

Adults 2 Children 0

RATES AND CODES

SER

Group/Meeting code

CHECK AVAILABILITY

Modify/Cancel a Reservation

Redeem Sonesta Travel Pass points

BEST RATES AVAILABLE

3. Select room type.

YOUR STAY: Wednesday, August 07, 2019 - Thursday, August 08, 2019 GUESTS: 2 Adults MODIFY

Refine Results

Sonesta Employee Rate


Available to employees of RMR, Sonesta, and affiliated companies. Must bring letter from H.R.

[More about this Rate](#)
[Rate Policies](#)

FROM

89 USD / Night
Excluding Taxes & Fees

[HIDE AVAILABLE ROOMS](#)




Studio Suite

468 sq ft, King bed, Buffet Breakfast, Full kitchen, Sleeper sofa - Free WIFI

89 USD / Night
Excluding Taxes & Fees
View Price Breakdown

One King

[SELECT](#)




Studio Courtyard Suite

468 sq ft, King bed, Courtyard view, Buffet Breakfast, Full kitchen, Free WIFI

89 USD / Night
Excluding Taxes & Fees
View Price Breakdown

One King

[SELECT](#)



One Bedroom Suite

516 sq ft, One King Bed, Full kitchen, Free WIFI, Buffet Breakfast

89 USD / Night
Excluding Taxes & Fees
View Price Breakdown

One Bedroom Suite - King

[SELECT](#)

4. Enter name, address, and payment information.

PERSONAL INFORMATION

Title <input type="text" value="Prof."/>	First Name <input type="text" value="Testy"/>
Middle Initial <input type="text" value="T"/>	Last Name <input type="text" value="Tester"/>
E-mail Address <input type="text" value="distribution@sonesta.com"/>	Retype Your E-mail Address <input type="text" value="distribution@sonesta.com"/>

Additional Guests

Guest

Title <input type="text" value="Select"/>	First Name <input type="text"/>
Middle Initial <input type="text"/>	Last Name <input type="text"/>

Address

Company Name <input type="text"/>	Country <input type="text" value="United States"/>
Address <input type="text" value="255 Washington Street Suite 230"/>	City <input type="text" value="Newton"/>
State/Province <input type="text" value="Massachusetts"/>	Postal Code <input type="text" value="02458"/>

5. Read and acknowledge booking policies, click Confirm Reservation.

Booking Policies

Please acknowledge that you have read and accept our [Privacy Policy](#)

Please acknowledge that you have read and accept our [Rate Policies](#)

REVIEW RESERVATION

CONFIRM RESERVATION

6. Reservation Confirmation screen provides confirmation number and booking details, ending the booking process.

RESERVATION DETAILS CONFIRMED

Add to Calendar

Print

Confirmation Number: 6050SB015809

Rooms 1 | GUESTS 2

Check-in
Wednesday, August 07, 2019

Thursday, August 08, 2019

Search by Room Type
One Bedroom Suite

Booked Rate
Sonesta Employee Rate

Sonesta Suites Scottsdale

7300 E Gainey Suites Dr
Scottsdale, AZ 85258
United States
1-480-9226969
1-480-9221689 (Fax)
reservations@sonesta.com

Main Guest

Prof. Testy T Tester

distribution@sonesta.com
617-421-5484
255 Washington Street
Newton, Massachusetts 02458
United States

PAYMENT INFORMATION

VISA XXXXXXXXXXXXX1111
Expiration Date ****
Testy T Tester

Room Charges 89 USD
Tax 12 USD
TOTAL 101 USD

[View Price Breakdown](#)

7. Request employment verification letter in Workday. Manager will process, print, sign, and deliver letter to employee. Employee presents the letter at hotel upon check-in.

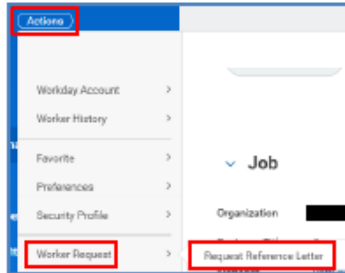
How to Request a Verification of Employment Letter



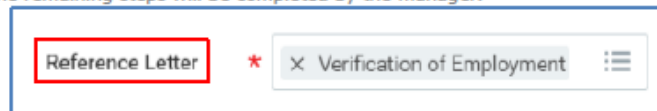
Where to Begin

If an employee needs a Verification of Employment letter, the employee or manager can now request the letter directly in Workday.

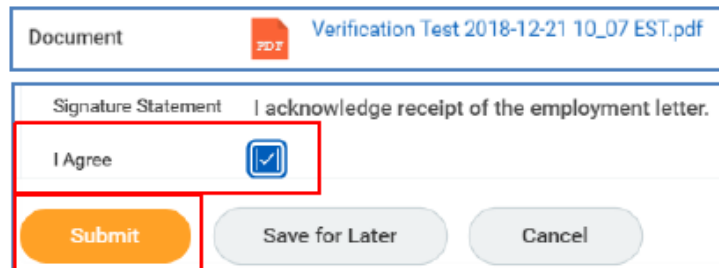
1. From the worker profile, select Actions/Worker Request/Request Reference Letter:



2. From the Reference Letter drop down, select Employment/Verification of Employment, then select Submit. The remaining steps will be completed by the manager.



3. The manager will receive the task, Create Employment Letter. This task needs to be completed in order to generate the letter before it can be printed. Simply select Submit to proceed to the next step.
4. Once the letter is generated, the manager will receive the step Review/Print Employment Letter in their Workday inbox. Select the PDF link to Review, Print, Sign & Date the letter to provide to the employee. You will need to select "I Agree" and Submit in order to complete the task.



Questions or Concerns?

Contact workday@sonesta.com for assistance..

Sonesta Employee Rate Code Descriptions (Synxis CRS):

Name: Sonesta Employee Rate

Short Description: Discount for Sonesta Employees with Valid ID and proof of employment.

Long Description: Discount offered to employees of Sonesta International Hotel Corporation. Discount is already reflected in rate. 25% discount on Food & Beverage in hotel outlets (excluding alcohol and leased operations). F&B credit will be applied at check-out. Upon check-in, employee must be present and will be required to present a photo ID along with proof of employment (Workday Verification of Employment Letter signed by manager). Rate is applicable for up to 2 rooms if employee is travelling with their family or friends.