

Hotel & Guest House Options

The team will need a **list of reliable places to stay** in...

1. **The town where the main office is:** For those coming in from other countries and cities on their way to the field, and for those coming back from the field.

and

2. **Towns on the way to and from the field:** For routes which require an overnight stay.

and

3. **The field location:** For people staying there. (Work with the Field Team on this.)

The Travel Coordinator should:

1. Develop a list of reliable hotels in all these locations,
2. Make contact with them, and
3. Set up a convenient booking, billing, and payment procedure with those that we will use.

When he or she has all this information, the Travel Coordinator should:

1. Combine it with any Road Travel & Air Travel information,
2. Organize all of it into an easy to read format, and
3. Make it available to both the field and the office teams.

He or she should update it on a regular basis.