



**“Strengthening Healthcare & Public Health through Collaboration, Coordination and Communication” Conference**

**The Penn Stater Conference Center Hotel  
State College, PA  
May 29 & 30, 2013**

**CONFERENCE CENTER LOCATION**

THE PENN STATER CONFERENCE CENTER HOTEL  
215 INNOVATION BOULEVARD  
STATE COLLEGE, PENNSYLVANIA 16803  
(814) 863-5000 OR (800) 233-7505  
[www.pennstatehotels.com](http://www.pennstatehotels.com)

**INSTRUCTIONS FOR COMMONWEALTH EMPLOYEES TO RESERVE OVERNIGHT ACCOMMODATIONS FOR THE CONFERENCE**

Reserving overnight room accommodations is the responsibility of each conference participant. Book directly by contacting The Penn Stater Conference Center Hotel Reservations Department (800-233-7505) and reference the group personal identification number **PENE13E**. If you prefer to make reservations online, you may visit the hotel website at [www.pennstatehotels.com](http://www.pennstatehotels.com) and click on the link for the Penn Stater Conference Center Hotel. Do not make reservations for the Nittany Lion Inn, unless instructed to do so in writing.

Reservations are on a first-come, first-served basis. Therefore it is recommended you make room reservations as early as possible. Rooms are reserved at a single rate of \$88 per night plus state and local taxes. **The close-off date for this room block is May 8, 2013.**

When you check-in, please remember to provide a copy of the Pennsylvania [Tax Exemption Certificate](#) to the hotel staff since commonwealth employees traveling on commonwealth business are exempt from hotel room rental tax (“occupancy tax”).

When submitting the travel expense report (TER), attach the letter (included on page 2 of this document) advising the auditor why a non-preferred hotel was booked directly. Also, to minimize reimbursement delays, attach the following to the TER:

- The conference registration form
- Hotel Receipt
- Copy of Email confirmation of hotel booking

PENNSSTATE



Hospitality Services

The Pennsylvania State University  
The Penn Stater Conference Center Hotel  
215 Innovation Boulevard  
State College, PA 16803

814-863-5000  
800-233-7505  
Fax: 814-863-5003

March 29, 2013

Kevin F. Fedors | Public Health Program Administrator

Department of Health | Bureau of Public Health Preparedness

130A Kline Plaza | Harrisburg, PA 17104  
Phone: 717.346.0640 | Fax: 717.346.0643

Subject: Strengthening Healthcare and Public Health Conference Room Rate

Dear Kevin,

Please except this letter confirming The Penn Stater Conference Ctr agrees to offer guestrooms to all commonwealth employees at the State College per diem rate of \$88.00 (non -commissionable) during their stay with us for the Strengthening Healthcare and Public Health through Collaboration, Coordination and Communication, which our conference center is hosting over the dates of May 29 out 30, 2013.

If we can be of any help please do not hesitate to call me at 814-863-5009. We look forward to having your group with us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter K. Sorensen', with a long horizontal flourish extending to the right.

Peter K. Sorensen

Senior Sales Manager

THE PENN STATER  
Conference Center Hotel

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