# Grand Hyatt Beijing









**Reimbursement Policy** 

# **Grand Hyatt Beijing**

1 East Chang 'An Avenue 100738 Beijing, People's Republic of China University Faculty and Staff Preferred Booking Method: GEMS online booking tool For Telephone Reservations, Call: 800-542-8680 Phone: +86 10 8518 1234 (Hotel Hotline) Fax: +86 10 8518 0000 Sales Manager: Charlie Shi at +86 10 6510 9397

Guest room rates vary by season and are subject to availability. Ask for the University of Chicago rate. Offer is available to all faculty, staff, students, guests, visitors, alumni, contractors, consultants, retirees, and Big Ten University guests.

For groups of ten or more, contact Charlie Shi at +86 10 6510 9397

2016 Blackout Periods

None

### **Cancellation Policy**

By: Twenty-Four hours (24) hours prior to day of arrival.

Enjoy the ideal vantage point from this 5-star downtown hotel in Beijing. Situated on Wang Fu Jing business and commercial district, within walking distance of The Forbidden City and Tiananmen Square, Grand Hyatt Beijing is part of Oriental Plaza - one of China's largest commercial complexes - with direct access to the adjacent shopping mall.

- 825 newly remodeling guestrooms
- Complimentary broadband internet
- Fitness center with a 55-metre swimming pool
- Twenty-Four hour Concierge
- Seven (7) Award Winning Restaurants

Advanced and High Efficiency Air Filter System: Successfully minimizing PM2.5 pollutants, maintaining ideal indoor air quality per international standards.



# \*US Dollar Prices can be calculated using this Exchange Rate Calculator

Faculty and staff business travel expenses are to be processed through the GEMS System located at https://gems.uchicago.edu/login/auth.php. Reimbursement of student and guest business lodging expenses is to be requested on a Travel Expense Voucher (Form 97) following the University's Financial Policy No. 1202, Travel Policies & Procedures.