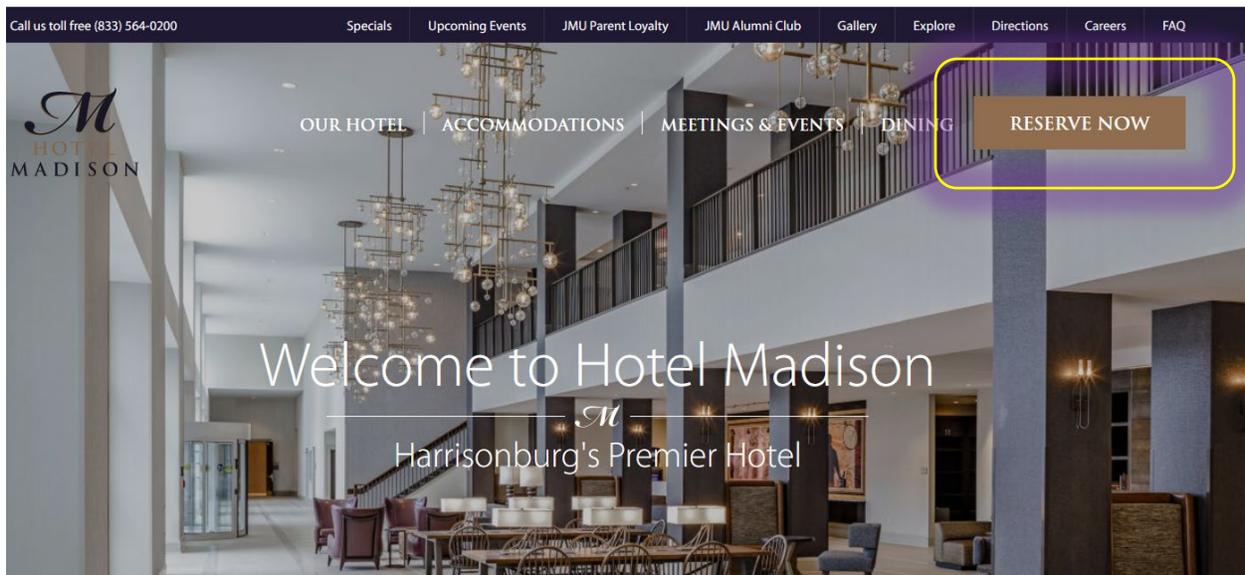
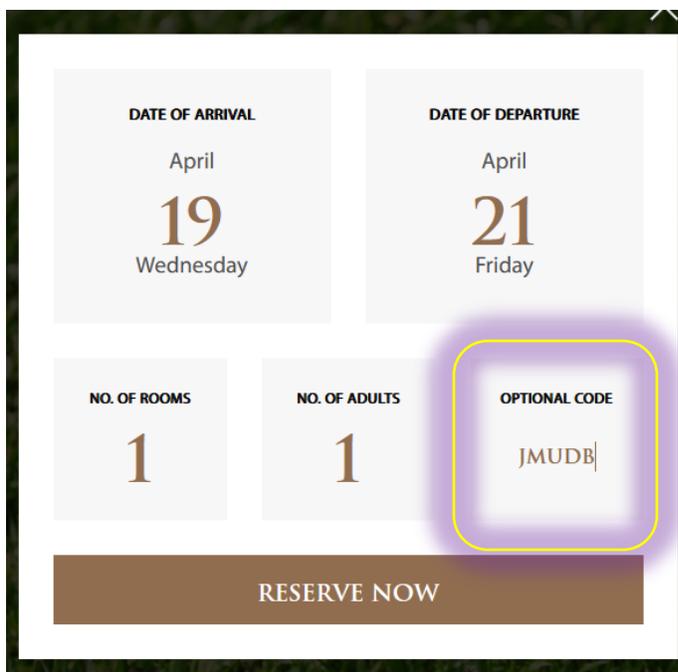


# HOW TO ENTER A DIRECT BILL FOR HOTEL MADISON

To make a JMU Direct Bill reservation, visit [www.hotelmadison.com](http://www.hotelmadison.com) and click “Reserve Now” at the top right of their webpage.



Once the desired travel dates are entered, type in “JMUDB” (stands for JMU Direct Bill) into the “Optional Code” box and click “Reserve Now”.



You will see the JMU Direct Bill reservation rate listed in addition to what the going rate is publicly for reference. If there is no availability, a message will appear “No rooms available. Please try another date.” Select the desired room type, and click BOOK.

JMUDB x

**Deluxe Room With 2 Queen Beds**

4 People 2 Queen Bed 371 ft<sup>2</sup> / 34 m<sup>2</sup>

Deluxe room with fridge, 2 queen beds, desk, TV, complimentary wireless internet, spacious bathroom, Keurig coffee maker, in-room safe, shower/tub combo. A limited number are dog-friendly; please select pet add-on enhancement.

[View Room Details And Enhancements](#)

JMU Direct Bill \$ 98.00  
[Details](#)

Standard Daily Rate \$ 144.00  
[Details](#)

AAA Auto Association \$ 137.00  
Rate  
[Details](#)

AARP / Senior Citizen \$ 137.00  
Rate  
[Details](#)

[View All Rates](#)

\$ 98.00 **BOOK**

On the reservation page you should enter the information about the guest, but for email address, the reservation should have the reserving person’s email [name@JMU.edu](mailto:name@JMU.edu), phone number should be the reserving person’s and the address should be the department’s MSC Code.

Your Reservation

JMU Direct Bill ⓘ

Deluxe Room With 2 Queen Beds - 1 room \$ 196.00

2 nights 1 adult

Wed, Apr 19, 2023 \$ 98.00

Thu, Apr 20, 2023 \$ 98.00

Subtotal \$ 196.00

Code: JMUDB

Taxes \$ 24.11

**Total \$ 220.11**

Special Requests: —

Note: These are not guaranteed.

Arrival Time:

Additional Comments:

ADD DEPARTMENT NAME

Do not add your department or grant orgcodes

Guest Information

[Been here before? Click here](#)

Salutation/Title

Guest First Name

Guest Last Name

JMU Email of reserving person

JMU reserving persons Phone #

MSC

Harrisonburg \*

UNITED STATES \*

Virginia \*

22807 \*

Notify me about special offers.

I have read and agree to the [Terms & Conditions](#) and [Privacy Policy](#)

**BOOK NOW**

It is important that the “Additional Comments” box has the department name being billed. Do not enter in ORG or Grant codes. This does not help Hotel Madison.

Once all fields have been completed and the terms and conditions have been accepted, click “BOOK NOW”.

A confirmation email will be sent to the reserving person’s email address entered above. You may forward to your guest.