

Columbia

Courtyard – Downtown USC

630 Assembly St

Columbia, SC 29201

803-799-7800

- Call the hotel directly for your reservation. Ask to speak with Hannah Kay
- Be sure that the traveler knows to tell Hannah that this is to be on the Clemson direct bill account
- At check-in, traveler must show their Clemson ID and provide a valid Clemson email address
- After check-out, the Fairfield will email a copy of the bill to the traveler
 - This bill must be included with the traveler's expense report to ensure manager signs off and report to Finance