HOTEL RESERVATIONS

Requests for hotel reservations must be approved by your supervisor, vice-president, and president. All requests for hotel reservations must be submitted to the President's Office for official processing. The hotel will be contacted directly to secure adequate and appropriate room reservations. Persons requesting hotel reservations should not attempt to make reservations on their own. All efforts will be made to make reservations at the hotel requested by the traveler unless it is determind to be possible and appropriate for the College to secure lower room rates at a hotel near the conference or meeting being attended.

Hotel: **1st Choice** _____ **2nd Choice** _____

Address: _____ _____

_____ _____

Telephone: _____ _____

Person(s) Requesting Reservations: _____ _____

_____ _____

_____ _____

Meeting or Conference Attending: _____

Block of Rooms Being Held Under: _____

Special Room Rate/Last Date for Rate: _____

Type/Number of Rooms: _____ **Single** _____ **Double** _____ **Smoking** _____ **Lower Floor**

Arrival Date: _____ **Departure Date:** _____

Guaranteed for Late Arrival: _____ **Yes** _____ **No**

Office Use Only

Date Reservation Made: _____ **By:** _____ **Reservation Clerk:** _____

Guaranteed with College Credit Card: _____ **Yes** _____ **No** **Card Used:** _____

Check In Time: _____ **Check Out Time:** _____ **Total Including Taxes:** _____

Cancellation Policy: _____

Special Instructions: _____

_____

Please note the total amount of your reservation (this amount includes taxes). You may fill out a requisition for this amount and take the check with you to pay for your room(s) or charge the total to your personal credit card and be reimbursed for it when you return. Any other details you need to be aware of are noted in the special instructions section of this form. Please contact Becky Casper at Ext. 3260 if you should have questions regarding your reservation.