
HOTEL RESERVATION REQUEST

Please make hotel reservation for

Name(s): _____
Destination City: _____
Hotel-choice #1: _____ Phone: _____
-choice #2: _____ Phone: _____
-choice #3: _____ Phone: _____

Date(s) hotel required: _____ Number of nights: _____
Event: _____

Number of rooms
Double: _____ Single: _____

Approval (Principal/Supervisor): _____

Approval (Business Mgr): _____ Account #: _____

Business Office use only

Hotel: _____
Rate (tax exempt): _____
Confirmation #: _____

Reservation Name: _____

Hotel Phone: _____

NOTES: