

Hotel Request Form

Name of Requester: _____

School/Department: _____

Event Name: _____

Hotel Name: _____

Name of person that needs the room: _____

Are they sharing a room, if yes with whom: _____

Check in date: _____

Check out date: _____

Attach this paper to the email with the hotel link. The majority of all conferences will provide a link to the conference hotel(s). Sometimes the link is in the registration email.

If more than one hotel is listed, please list in order of preference, in case the first hotel is booked.

This form must also be attached to the Direct Pay made out to Wells Fargo. We are no longer issuing checks for hotels, so do not make it out to the hotel.

The person staying at the hotel is responsible for turning in a Hotel Occupancy Form to the front desk so that we are not charged for state taxes.

The campus/department secretary is responsible for contacting the hotel to make the changes to the reservation.

If traveling out-of-state, be sure to get approval from the superintendent.

Budget Manager Signature _____