

# Request for Lodging

Name: \_\_\_\_\_ Travel Reque \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

## Conference, Workshop, Event: (attach agenda)

Name: \_\_\_\_\_

Sponsor/Vendor: \_\_\_\_\_

Location: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Ending Time: \_\_\_\_\_

## Lodging:

Check in date: \_\_\_\_\_ Check out date; \_\_\_\_\_

Number of Rooms:

Room Assignme	Name	Type of Room	
Room 1	_____	___ Double	___ King
Room 2	_____	___ Double	___ King
Room 3	_____	___ Double	___ King
Room 4	_____	___ Double	___ King
Room 5	_____	___ Double	___ King

## Hotel Choices:

### 1st Choice

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Num \_\_\_\_\_

Fax Number \_\_\_\_\_

Conference Block of Roo \_\_\_ Yes \_\_\_ No Conference Rate: \_\_\_\_\_

**CONTINUE ON OTHER SIDE**

2nd Choice

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Num \_\_\_\_\_

Fax Number \_\_\_\_\_

Conference Block of Roo  Yes  No Conference Rate:  
\_\_\_\_\_

3rd Choice

Hotel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Num \_\_\_\_\_

Fax Number \_\_\_\_\_

Conference Block of Roo  Yes  No Conference Rate:  
\_\_\_\_\_

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**Leave Blank:**

Confirmation Number \_\_\_\_\_

Cancellation Policy \_\_\_\_\_

Credit Card Authorization \_\_\_\_\_