

# Hotel Request Form

This form is to be filled out with the Employee Absence Report if needing a Hotel during your trip. Please fill this form out and attach it with your Absence Report so that your Hotel reservation can be made promptly.

## Request:

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Location: \_\_\_\_\_ Total Number of Rooms: \_\_\_\_\_

Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_

Type of Room: \_\_\_\_\_ King \_\_\_\_\_ Two Double Beds

## *For Office Use Only*

### Reservation Info

Hotel Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_

Room Rate: \$ \_\_\_\_\_ Room Type: \_\_\_\_\_ King \_\_\_\_\_ Two Double Beds

Reservation #: \_\_\_\_\_ Total for Stay: \$ \_\_\_\_\_

Total Number of Rooms: \_\_\_\_\_ Credit Card Authorization Form: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Date Made: \_\_\_\_\_

Please submit your Hotel Request Form at least 2 weeks before your absence, along with your Employee Absence Report. **If form is not submitted to the District Administration office 2 weeks before trip, we cannot guarantee rooms will be available at your requested hotel.**