

Group Lodging Request Form

This form is to be completed by the requester to authorize 3rd party charges to the UC Merced Travel Management Event Card. Please return this completed form, along with a copy of the hotel reservation confirmation(s), complete list of attendees and a credit card authorization form from the hotel at least two weeks prior to the hotel arrival date. All reservations will be considered non-guaranteed until this form is completed and received with required documentation.

Hotel/Venue Name: _____ Hotel/Venue Location: _____

Hotel/Venue Phone: _____ Hotel/Venue Fax: _____

Deposit Required? Yes/No Amount: _____ Amount: _____

Group Name/Reservation Held Under: _____

Purpose of Hotel Stay: _____

Name of Guest(s):

Reservation Confirmation Number(s): _____

Arrival Date: ____/____/____ Departure Date: ____/____/____

Number of Rooms: _____ Room Rate: _____ USD

Event card for group lodging will only authorize coverage of Room/Tax and self-parking charges for hotel. The hotel guest will need to provide a credit card at the time of check-in to cover all incidentals.

Chart of Accounts:

FUND	HR UNIT	FUNCTION	PROGRAM	PROJECT	TASK	PHYSICAL LOCATION	SUB-ACTIVIY

Requester Name: _____

Requester Signature: _____ Date: ____/____/____

Budget/CAO Sigature: _____