

University of Pennsylvania Reservations Instructions and Inn At Penn Authorization Form

- To make **individual reservations** directly with the **HILTON INN AT PENN**:

Check to see if date you need is available:

Go to www.theinnatpenn.com and click on RESERVATIONS or
Call hotel in-house Reservations at 215-823-6240

Complete the INN AT PENN AUTHORIZATION FORM and be sure to include accounting information, budget administrator's name, signature and embosser, your telephone and fax numbers and your email address.

Fax completed INN AT PENN AUTHORIZATION FORM to the Inn at Penn Reservations Office at 215-823-6229. A confirmation will be faxed or emailed to you within 24 hours. Any forms received after 4pm will be processed the next business day.

If you have any questions, call the Reservations Office at 215-823-6240.

Reservations Office Hours **Monday-Friday** **9am-5pm**

- To **change an existing reservation**:

Take the original INN AT PENN AUTHORIZATION FORM or confirmation, write REVISED across the top, write the changes you want made at the bottom and fax to 215-823-6229.

- If this is a **catering and/or conference function**, you will receive a letter detailing the services to be provided.

Complete the INN AT PENN AUTHORIZATION FORM and if this is a catering and/or conference function, please sign the contract provided by your Sales Manager.

If this is a catering and/or conference function, you must also send the signed service's agreement letter to the above address.

- After stay/event, the INN AT PENN will:

Send a statement to the responsible department.

Charge your account via journal entry.

- Compare the statement to the charge on your account.

If there are any questions regarding the charges on your statement, please contact the INN AT PENN Accounts Receivable at 215-823-6207.

If it is correct, just file the statement. The transaction is completed.

NOTE: It is not necessary to send copies of this form to the Comptroller's Office. Also, the services' agreement letter (hotel contract) does not require a signature from the Purchasing Office.

THE INN AT PENN

A Hilton Hotel

3600 Sansom Street
Philadelphia, PA 19104
Tel: 215-222-0200
Fax: 215-823-6229

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PART I. RESERVATION INFORMATION

NAME OF GUEST OR GROUP:		RESERVATION CONFIRMATION NUMBER:	
PURPOSE OF STAY OR EVENT:			
RESERVATION MADE BY:		PHONE:	
RESERVATION CONFIRMED BY:			DATE: (MM/DD/YYYY)

PART II. SLEEPING ROOMS

ARRIVAL DATE: (MM/DD/YYYY)	DEPARTURE DATE: (MM/DD/YYYY)	ROOM RATE:	# OF ROOMS:
ROOM TYPE: <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> TRIPLE <input type="checkbox"/> QUAD <input type="checkbox"/> SUITE			
CHARGES TO BE BILLED TO DEPARTMENT: <input type="checkbox"/> ROOM & TAX <input type="checkbox"/> PARKING <input type="checkbox"/> MEALS <input type="checkbox"/> ALL OTHER INCIDENTALS			
UNDERSTANDING THAT INDIVIDUAL ARRANGEMENTS ARE SUBJECT TO LAST MINUTE CHANGES, WE ... <input type="checkbox"/> AUTHORIZE BILLING OF ACTUAL DAYS STAYED <input type="checkbox"/> DO NOT AUTHORIZE BILLING OF DAYS OTHER THAN ABOVE			

PART III. CATERING/FUNCTION

DATE OF FUNCTION: (MM/DD/YYYY)	LOCATION OF FUNCTION:	# OF ATTENDEES:
COMMENTS:		
RESERVATION MADE BY:	PHONE:	FAX:
REQUESTING AN OPEN ACCOUNT IN THE AMOUNT OF \$ _____ FOR A SPECIAL EVENT	ACCOUNT#:	
TYPE OF FUNCTION: <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> MEETING		

FOR CATERING AND CONFERENCE FUNCTIONS, A LETTER DETAILING THE SERVICES TO BE PROVIDED WILL BE SENT TO YOU. PLEASE SIGN THIS LETTER AND RETURN TO THE INN AT PENN IMMEDIATELY. RESERVATIONS/SERVICES MAY NOT BE PROCESSED WITHOUT THIS SIGNED FORM.

PART IV. ACCOUNTING INFORMATION

26 DIGIT ACCOUNT NUMBER (# of digits in each segment)						ESTIMATED COST:	
CNAC (3)	ORG (4)	BC (1)	FUND (6)	OBJ (4)	PROG (4)		CREF (4)

PART V. APPROVALS

EMBOSSSED IDENTIFICATION:	SIGNATURE OF BUDGET ADMINISTRATOR:		
	PLEASE TYPE NAME OF BUDGET ADMINISTRATOR:		
DEPARTMENT NAME:	DEPARTMENT ADDRESS:	TEL. EXT.:	DATE: (MM/DD/YYYY)
FAX NUMBER:	E-MAIL ADDRESS:		