HOTEL RESERVATION & AUTHORIZATION FORM For Non-Faculty, Non-Staff, Guests, Students and Teams

7KH%&3URYLQFHRYHUQPHQWV8%2URRHDWDHSVOVWR9LFKRWHOHQGFFRPPRGDWLRQRUHVHUYDWLRQ FRPSHWHGGLQLEGDQXWKRUL]DWLRQIRUPRQO\3OHDVHFRPSOHWHDOOLQHVFRUUHFWO\DQGVXEPLWDVVRRQ DVSRVVLEOHSSSGFKDUJHVWR9LFFUHGLWFDUGRQLOHDVHQRWHEHORZWKDWWKHUHTXHVWLVIRUDSHUVRQDO FUHGLWFDUGWUDQVDFWLRQ

The form is invalid unless all fields (underlined spaces) are completed. 7KLVIRUP **may not** EHXVHGRU8 9LF **employee** WUDYHO **This form is NOT t, † ']'de ä d**

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Guest Name	Arrival Date	Depart Date	Room Nights	Room Rate (Currency)

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$V SHU 89LF 7UDYHO DQG Business Expenses 3ROLF\ +5

FAST Code: _B_ _B_ B_**7016**_ _B_ _B_

[Fund] > 'LJLWV@ **[Organization]** > 'LJLWV@ **[Activity]** > 'LJLWV@ **[Location]** > 'LJLWV@

$FFRXQW +ROGHU 6LJQDWXUH +RODGHUDQG 3RVLWLRQ **(Please Print)** 'DWH

PURCHASING SERVICES AUTHORIZATION and Contact Information:

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&DUGKROGHU(lke Kite
&DUGKROGLQJDGGUHVV RQ)LOH
&KDUJHRUHGLW FDUGHQGLQJ **Exp: 09/23**

PURCHASING SERVICES Contact Information:
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IMPORTANT NOTE TO HOTEL RESERVATIONS AGENT:
&KDUJHV RWKHU WKDQ URRP DWHV DW HWKHU HVWDEOLVKPHQWV SSOLFDEOH PXQLFLSDO 67 XQOHVV RWKHUZLVH VSHFLILHG RQ WKH **"Approved Extras"** VHFWLRQ 2ULJLQDO FRSLHV RI9LFWRULD FDUG XVHG EHKDOI RI9LFPXUFKDVLQJ6HUYLFHV LPPHGLDWHO\WKHUHDIWHU FKDUJHV RWKHU WKDQ URRP DWHV DUH WR EH GLUHFWHG WR WKH 9LF FDUGKROGHU

Department/Faculty are to email this form when completed to Purchasing Services : purchase@uvic.ca for processing and cost reallocation.

+RWHO(PSOR\HH)RUP 5HYLVHG -DQ