


**PREFERRED BOOKING PROGRAM  
RESERVATION FORM**

Refer to the Preferred Booking Program webpage for instructions.

<b>Preferred Booking Program (PBP) Payment Authorization</b>	
<p>All expenses charged to PBP accounts will be imported into the AggieExpense profile associated with the Traveler ID provided below. All expenses MUST be reconciled in AggieExpense within 60 days.</p> <p><i>Please note:</i> Only room, taxes and fees can be direct-billed to the Preferred Booking Program. All additional charges including parking, upgrades and incidentals need to be paid by the guest to the hotel with a physical card.</p>	
[* = Required]	
<b>*1. Reservation Information</b>	
<b>Individual Travel</b>	Trip Name:
Traveler's Name:	Traveler's AggieExpense ID:
<b>Group/Entertainment Travel</b>	Group/Event Name:
Coordinator's Name:	Coordinator's AggieExpense ID:
<i>Travelers' names (list here or attach list)</i>	
<b>*2. Hotel Information</b>	
	<b>Aggie Inn</b> Send completed form to: <a href="mailto:hector@royalguesthotels.com">hector@royalguesthotels.com</a> 245 1st Street Davis, CA 95616 Phone: (530) 756-0352
	Number of Rooms:      Number of Nights: Check-In Date:      Check-Out Date:
<b>*3. Department Contact Information</b>	
Arranger's Name:	Arranger's Phone:
Arranger's Department:	Arranger's Email:
Default Billing Account:	Arranger's AggieExpense ID:
<b>*4. Department Head or Fiscal Officer Approval</b>	
Printed Name:	Title:
Signature:	
Date Signed:	
<b>5. FOR HOTEL USE ONLY</b>	
Folio #:	
<i>Hotel is to retain this form to use for billing and auditing purposes</i>	