

**PREFERRED BOOKING PROGRAM  
RESERVATION FORM**

Refer to the Preferred Booking Program webpage for instructions.

**Preferred Booking Program (PBP) Payment Authorization**

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.

*Please note:* 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.

[\* = Required]

**\*1. Reservation Information**

Individual Travel	Trip Name:
Traveler's Name:	Traveler's AggieExpense ID:
Group/Entertainment Travel	Group/Event Name:
Coordinator's Name:	Coordinator's AggieExpense ID:

*Travelers' names (list here or attach list)*

**\*2. Hotel Information**

	<b>Aggie Inn</b> 245 1st Street Davis, CA 95616 Phone: (530) 756-0352	Send completed form to: <a href="mailto:hector@royalquesthotels.com">hector@royalquesthotels.com</a>
Number of Rooms:	Number of Nights:	
Check-In Date:	Check-Out Date:	

**\*3. Department Contact Information**

Arranger's Name:	Arranger's Phone:
Arranger's Department:	Arranger's Email:
Default Billing Account:	Arranger's AggieExpense ID:

**\*4. Department Head or Fiscal Officer Approval**

Printed Name: Title:

Signature:

Date Signed:

**5. FOR HOTEL USE ONLY**

Folio #:

*Hotel is to retain this form to use for billing and auditing purposes*