

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.

[* = 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



University Lodge
 123 B Street
 Davis, CA 95616
 Phone: (530) 756-7890

Send completed form to:
05363@hotel.bestwestern.com

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