

**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 AggieTravel profile associated with the Traveler ID provided below. All expenses MUST be reconciled in AggieTravel within 60 days.	
[* = Required]	
*1. Reservation Information	
Individual Travel	Trip Name:
Traveler's Name:	Traveler's AggieTravel ID:
Group/Entertainment Travel	Group/Event Name:
Coordinator's Name:	Coordinator's AggieTravel ID:
<i>Travelers' names (list here or attach list)</i>	
*2. Hotel Information	
	Send completed form to: SACRD@JacksonHM.com
	Hampton Inn & Suites by Hilton at CSUS 1875 65th Street, Sacramento, CA 95819
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 AggieTravel ID:
*4. Department Head or Fiscal Officer Approval	
Printed Name:	Title:
Signature:	
Date Signed:	
5. FOR HOTEL USE ONLY	
Folio #:	
<i>Hotel is to retain this form to use for billing and auditing purposes</i>	