


**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: accounting@sawyerhotel.com Kimpton Sawyer Hotel 500 J Street Sacramento, CA 95814 Phone: (916) 399-4720 |
| 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> | |