


**PREFERRED BOOKING PROGRAM
RESERVATION FORM**

Refer to the Preferred Booking Program webpage for instructions.

Preferred Booking Program (PBP) Payment Authorization	
<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. <i>Please note:</i> Only room, taxes and fees can be direct-billed to the PBP. All additional charges including parking, upgrades and incidentals need to be paid by the guest to the hotel with a physical card.</p>	
[* = 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:
<i>Travelers' names (list here or attach list)</i>	
*2. Hotel Information	
	<p>The Vine Inn Send completed form to: info@thevineinndavis.com</p> <p>221 D Street Davis, CA 95616 Phone: (530) 756-1040</p>
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 #:	
<i>Hotel is to retain this form to use for billing and auditing purposes</i>	