

UC Berkeley

Address
Address Line 2
Phone number
email@berkeley.edu website.berkeley.edu

HOTEL RESERVATION FORM

Request Date	Name (as it appears on identification card)	
Arrival Date & Time		Departure Date & Time
Email Address	Telephone/Cell	Comment/Request
Purpose of Travel		
Mailing Address		
City, State & Zip Code		
Employee Identification Number		

Hotel Location & Preferred Brand(s):

Hotel Room Preferences

Bed Size	# of Guests	# of Beds	Smoking (Yes or No)

Floor location	Pet Room	Pillow Preference	Allergies

Additional Information:

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