



201 South Christopher Columbus Blvd  
Philadelphia, PA 19106  
Reservations Phone: 215-521-6518  
Reservation Fax: 215-521-6543

**Temple University Room Reservation Request**  
(To be used when charges are to be paid by Temple University)  
Rates in effect September 1, 2016 until June 30, 2018

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_ Estimated Arrival Time \_\_\_\_\_

AR Account # \_\_\_\_\_ Standard Guestroom Rates: \$164.00 Single/Double Occupancy

<b>Temple University Billing information</b>				Print Name _____	
Fund _____ Org _____ Acct _____ Program _____				Authorize Signer _____	
<b>Direct Bill:</b> (Circle all that apply)	<b>Room and Tax</b>	<b>Room, Tax and Parking</b>	<b>Room, Tax and Meals</b>	<b>All Charges</b>	
Business Purpose: _____					
Temple Department Name _____					

Guest Name \_\_\_\_\_ Guest Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

Company \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**Reservation Made By:**

Name \_\_\_\_\_ Department/Company \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Return fax number: \_\_\_\_\_ and/or email \_\_\_\_\_

Reservation Accepted By:

By \_\_\_\_\_ Confirmation # \_\_\_\_\_ Date \_\_\_\_\_

If the above requested room is available, your confirmation will be returned via facsimile before the end of the next business day, Eastern Time. If you have not received a confirmation or a denial, please call Katie Casciotti (215) 521-6549 or email [katie.casciotti@hiltonpennslanding.com](mailto:katie.casciotti@hiltonpennslanding.com)

**PLEASE MAKE SURE THIS FORM IS SIGNED BY AN AUTHORIZED SIGNER FOR THE FUND ABOVE**

- Cancellation
- Revision
- New Reservation