



DOUBLETREE
BY HILTON™

PHILADELPHIA CENTER CITY

Broad Street at Locust

Philadelphia, PA 19107

Reservation Assistance 215-893-1674

Email: stephen.calloway@hilton.com

Temple University Room Reservation Request
(To be used when charges are to be paid by Temple)

Rates in effect July 1, 2018 until Jun 30, 2020

Arrival Date _____ Arrival Time _____ Departure Date _____

AR Account # _____ Std Guestroom Rates: \$157.00 1 or 2 Adults; \$167.00 3 or 4 Adults (Max Occupancy 4 Ppl)

Temple University Billing Information

Business Purpose: _____

Temple University Department Name: _____

Authorized Signer: _____

Print

Signature

Signature Authorization Level: 1 2 3 4 **Date:** _____

Fund _____ **Org** _____ **Account** _____ **Program** _____

**Note: Authorized Signer must signature authorization for the above FOAP*

Direct Bill: Room & Tax Room, Tax & Parking Room, Tax & Internet (\$9.95)

Check all that apply Room, Tax, & Meals All Charges

Guest Name _____ Guest Email _____ Telephone Number _____

Company _____ Street Address _____ City _____ State _____ Zip _____

Reservation Submitted By _____ Email _____ Telephone Number _____

Temple University Dept Address _____ City _____ State _____ Zip _____

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 Stephen Calloway (215) 893-1674 or email stephen.calloway@hilton.com.

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

- Cancellation
- Revision
- Reservation

Form Revised 6.13.2018