

UNIVERSITY OF PENNSYLVANIA

COURTYARD BY MARRIOTT PHILADELPHIA DOWNTOWN
CITY HOTEL AUTHORIZATION
PHONE NUMBER: 215-496-3200 FAX NUMBER: 215-564-1984

RESERVATION INFORMATION

Name of Guest or Group: _____

Purpose of Stay or Event: _____

Reservation Made By: _____ Ext: _____

Reservation Confirmed By: _____ Date: _____

SLEEPING ROOMS:

Arrival Date: _____ Departure Date: _____ Room Rate: _____ # Of Rooms: _____

Room Type:

Single Double Triple Quad Suite

Charges to Be Billed to Department:

Room & Tax Parking Meals All Other Incidentals

Understanding that individual arrangements are subject to last minute changes, we.....

Authorize billing of actual days stayed Do not authorize billing days other than above

APPROVALS:

Embossed Identification: _____ Signature of Budget Admin: _____

Print Name: _____

Department Name: _____ Department Address: _____

Tel. Ext.: _____

After the reservation has been made please fax the purchase order form attention to Maria Sandoval at 215-564-3574 or email maria.sandoval@marriott.com

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HOTEL AUTHORIZATON PROCEDURES

- Make reservations/arrangements directly with the **COURTYARD BY MARRIOTT PHILADELPHIA DOWNTOWN HOTEL** at 215-832-3047

- Send the embossed and signed authorization form to:

COURTYARD BY MARRIOTT PHILADELPHIA DOWNTOWN
21 N JUNIPER STREET @ CITY HALL
PHILADELPHIA, PA 19107

- After stay, the **COURTYARD BY MARRIOTT PHILADELPHIA DOWNTOWN** will:
 - - Send a statement to the responsible department

- Compare the statement to the charge on your account.

If there are any questions regarding the charges on your statement, please contact the **COURTYARD BY MARRIOTT PHILADELPHIA DOWNTOWN** at 215-832-3073, Chrisden Norman, account supervisor.

If it is correct, just file the statement. The transaction is completed.