

Hilton University of Houston Reservation Form

(For UHV Campus Only)

*All Campus reservations can be made during working hours either by phone 713-741-2447 or via email to <mailto:universityhilton@yahoo.com>. The form can be faxed to 713-743-2498 or sent as an attachment via email.

Today's Date: _____

From: _____ Tele #: _____

Billing Instructions

School or Department: _____ Mail Code: N/A

Guest Name: _____

Check in Date: _____ Confirmation #: _____

Check Out Date: _____ Cancellation #: _____

Hotel Front Desk must receive the University T-Card number with *expiration date* prior to guest arrival. If the University T-Card is not received prior to guest arrival, guest will be asked for method of payment, such as credit card or cash.

Please check charges your college or department will be paying for:

Room and Tax Food Parking Local Phone calls Long distance ph calls

This form confirms hotel reservation for above mentioned guest/s. By signing this form I authorize billing for above indicated charges. Please note that cancellation must be made by 3pm date of arrival and a cancellation number must be obtained, otherwise department will be charged one night no show charge.

University T-Card: On file with UH-Hilton (Credit Card Ending 1930) Exp date: On file with UH-Hilton

Certifying Signature: _____ Tele#: (361) 570-4851

Please Print Name Leslee Lee
(Certifying individual)

Note: UH Hilton personnel may ask traveler for other credit card information if there are any charges other than room, tax, and parking.