



TRAVEL AND EXPENSE MANAGEMENT

Group Lodging Request Form

Instructions:

The department is responsible for making the hotel reservation prior to completing this form.

This form must be completed by the requester to authorize 3rd-party charges to the UC Merced Travel and Expense Management Event Card. Submit the following no less than **two weeks prior to hotel arrival date**:

- This completed form
- Hotel reservation confirmation(s)
- Complete list of attendees
- Hotel credit card authorization form

Reservations are not guaranteed until all documents are received.

Hotel/Venue Information

- **Hotel/Venue Name:** _____
 - **Hotel/Venue Location:** _____
 - **Hotel/Venue Phone:** _____
 - **Hotel/Venue Fax:** _____
 - **Deposit Required?** Yes No
 - **Deposit Amount (if any):** \$ _____
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Reservation Details

- **Group Name / Reservation Held Under:** _____
- **Name(s) of Guest(s):** _____
- **Reservation Confirmation Number(s):** _____
- **Arrival Date:** ___ / ___ / _____
- **Departure Date:** ___ / ___ / _____
- **Number of Rooms:** _____
- **Room Rate (USD):** \$ _____

Important Notes:

- UC Merced Event Card will **only cover Room/Tax and Self-Parking charges**.
- Guests must provide a **personal credit card at check-in** for incidentals.
- Guests are responsible for collecting a **final itemized folio/invoice upon check-out** and must email it to the **Travel & Expense Management processor** upon return.