

MedStar (A/R account #3794) form for reserving sleeping rooms at GU Hotel:

	Check in date
	Check out date
	<u>First, last</u> name of hotel reservation
	Guest phone number
	<u>Full Cost Center #s</u> of MedStar dept which will pay for any part of this stay. Example number format: #####-##### <u>Dept name</u> which owns this cost center #.
	MedStar is willing to pay for <i>(select all that will apply for this reservation(s))</i> : CHOICES: ALL CHARGES, ROOM ONLY, FCR MEALS ROOM, HOTEL LEAVEY GARAGE PARKING. HOTEL LEAVEY GARAGE PARKING IS \$25 DAILY. FCR = Faculty Club Restaurant at the Leavey Center.
	Any special notes?
	Submitted by MedStar (individual's name)