



UVic faculty/staff with UVic issued ccards are authorized to book and pay for hotel rooms of UVic guests on their ccard. **This form is only needed if no ccard is available.**

The B.C. Provincial Government or CAUBO room rates apply to UVic hotel and accommodation reservations. This form when completed and signed will authorize the hotel listed on this form to apply charges to UVic's credit card on file as noted at the bottom of this form.

Hotel Name		CONFIRMATION No.:	
Location		UVic Contact Name	
Hotel Contact Name		UVic Faculty/Dept	
Telephone		Telephone	
FAX		FAX	
E-Mail		E-Mail	

Guest Name	Arrival Date	Depart Date	Room Nights	Room Rate (Currency)
1.				
2.				
3.				
4.				
5.				
6.				

Approved Extras:		Special Needs:		Smoking <input type="checkbox"/>	Non-Smoking <input type="checkbox"/>
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Smoking or Non-smoking requests **must** be identified. If not indicated a default of non-smoking will be used. Should the use of a non-smoking room be violated, a levy may be applied by the hotel which will be the responsibility of the guest and/or the department. As per UVic Travel and Business Expenses Policy HR6500.

FAST Code: | _____ | - | _____ | **-7016-** | _____ | - | _____ |

[Fund] [Organization] [Activity] [Location]
 [5 Digits] [5 Digits] [6 Digits] [4 Digits]

_____ Account Holder Signature Account Holder Name and Position (**Please Print**) _____ Date

PURCHASING SERVICES AUTHORIZATION and Contact Information:

Approved By: E. Kite for Director of Purchasing or Purchasing Officer _____ Date: _____

Cardholder Name: Elke Kite Cardholder Signature on File or as noted above Charge to credit card number ending: 8470 Exp: 09/29	PURCHASING SERVICES Contact Information: University of Victoria Purchasing Services Phone: (250)-721-8326 Fax: (250)-721-8327 E-Mail: purchase@uvic.ca
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IMPORTANT NOTE TO HOTEL RESERVATIONS AGENT:
 Charges are limited to room rates at the time of reservation confirmation plus applicable room, municipal, and GST, unless otherwise specified in the "Approved Extras" section above. Original contract and UVic's credit card receipt must be forwarded via email to UVic Purchasing Services immediately after the charges are placed against the credit card at the above address.

Department/Faculty are to email this form when completed to Purchasing Services : purchase@uvic.ca for processing and cost reallocation.