University of Wisconsin PARKSIDE
900 Wood Road, P.O. Box 2000
Kenosha, Wisconsin 53141-2000

HOTEL RESERVATION FAX SHEET

This letter Authorizes the hotel, located in , to charge the University of Wisconsin-Parkside VISA Purchasing Card for **room, tax, and parking only.**

The maximum allowable single room rate for this location cannot exceed $. **All additional charges are to be billed to the traveler's personal charge card. Please obtain a personal or Corporate Travel Card number from the traveler.**

Guest name(s)	Confirmation#(s)	Arrival/Departuredates	

Convention or group affiliation:

CREDIT CARD INFORMATION

Account #:

Expiration date:

Cardholder Name:

Telephone #:

Company name:

Fax #:

Statement address:

City, state, zip:

Cardholder signature: _____ Date:

Insert Front Copy of
VISA Card

Insert Back Copy Of
VISA Card