



**ABBOTT ISD
HOTEL RESERVATION FORM**

Please fill out each part of this form:

- Requesting Employee Name _____
- Reason for Trip _____
- Date of Event _____
- Check in Date _____
- Check Out Date _____
- Address of Event _____

- # of Female Sponsors _____
- # of Male Sponsors _____
- # of Female Students _____
- # of Male Students _____
- Hotel Preference _____
- Other requests or details _____

- Employee Signature _____

OFFICE USE ONLY:

- Credit Card Request submitted _____
- Credit Card Used for Reservation _____
- Email sent to employee _____