COLLEGE OF ARTS AND LETTERS
SAN DIEGO STATE UNIVERSITY

REQUEST FOR ROOM RESERVATIONS

FAX

DATE: _____

TO: _____
(Hotel Contact Name)

_____
(Hotel Name)

_____
(FAX)

FROM: _____
(Administrative Coordinator's Name)

_____
(Department Name)

_____
(Department FAX)

Please make reservations for the following people under the direct billing arrangement with San Diego State University, College of Arts and Letters.

_____ Arrival Date: _____
(Guest Name)
Departure Date: _____

_____ Arrival Date: _____
(Guest Name)
Departure Date: _____

_____ Arrival Date: _____
(Guest Name)
Departure Date: _____

Please fax me confirmation numbers ASAP. If you have any questions, please contact me at the number above. Thank you.

San Diego State University will pay for room and room tax only.

Please send billing to:
Claudia McMahon (HH390800)
San Diego State University
College of Arts and Letters
San Diego, CA 92182-4435
Tel: (619) 594-3503, FAX: (619) 594-3560

Cc: Hattie Bryson