Student Groups Hotel Accommodations Instructions & Information Form

1. Students should contact the desired hotel and secure their own reservations with their personal credit card (ensure a credit card is used and not a debit card, as the hotel will hold funding for security). This card will stay on file for incidentals.
2. Ask the hotel for a credit card authorization form for UC to pay for room and taxes ONLY.
3. Ask the hotel for an electronic copy of reservation.
4. Provide list of student with room assignments below.
5. Once trip is complete, student need to provide a copy of the hotel receipt to OSL by the next business day.

	Room Assignments