



A Hilton Hotel

3600 Sansom Street
Philadelphia, PA 19104
Tel: 215-222-0200
Fax: 215-823-6229

**University of Pennsylvania
Reservations Instructions and Inn At Penn
Authorization Form**

- To make individual reservations directly with the **HILTON INN AT PENN:**

Check to see if date you need is available: Call hotel reservations at **215-823-6240**.

Complete the INN AT PENN AUTHORIZATION FORM, and be sure to include accounting information, budget administrator's name and signature, your telephone and fax numbers and your email address.

Fax completed INN AT PENN AUTHORIZATION FORM to the Inn at Penn Reservations office at 215-823-6229.

If you have any questions, call the Reservations office at 215-823-6240.

- If this is a catering and/or conference function, you will receive a letter detailing the services to be provided.
- Complete the INN AT PENN AUTHORIZATION form and, if this is a catering or conference function, please sign the contract provided by your sales manager.
- If this is a catering and/or conference function, you must **ALSO** send the signed service's agreement letter to the above address.
- After stay/event, the INN AT PENN will:
 - Send a statement to the responsible department
 - Charge your account via a journal entry.
- Compare the statement to the charge on your account.

If there are any questions regarding the charges on your statement, please contact the INN AT PENN at **(215) 222-0200** and ask for extension 6105, Accounts Receivable.

If it is correct, just file the statement. The transaction is completed.

NOTE: It is not necessary to send copies of this form to the Comptroller's Office. Also, the services' agreement letter (hotel contract) does not require a signature from the Purchasing Office.

