

DEPARTMENT OF MATHEMATICS

HOTEL RESERVATION CONFIRMATION FORM

Cornell business policies (as of July 1, 2010) require a University Purchase Order for all hotel reservations being directly charged to the department.

The new policy does not apply if a visitor pays their own lodging bill and submits it as a travel reimbursement.

When you do wish to have the hotel bill the department directly, you should continue to make arrangements for your short term visitor and complete the following information and submit it to Joy – so that a purchase order can be processed. Please submit this form at least 5 days prior to the reservation check-in date.

When making a reservation you should ask the hotel if they have a lower rate for Cornell or the Math Department.

Name of Department Faculty Host: _____

Account # to be charged: _____

Name of visitor/guest: _____

Affiliation/visitor information: _____

Business Purpose: _____

Arrival date: _____

Departure date: _____

Name of Hotel: _____

Hotel Rate: _____ Weekday (Su – Th) _____ Weekend (F – S) _____

Reservation confirmation number: _____

Host signature: _____ Date: _____

If the hotel has any questions about the PO process, they should contact Joy Jones at 255-9743.

Invoices should be sent to:
Invoice Processing
P.O. Box 4040
Ithaca, N.Y. 14850