Hampton Inn/Home 2 Suites by Hilton Overnight Lodging Form

Please complete the highlighted sections in yellow and submit the completed form to BWITN_Hampton@Hilton.com. **Enter #16810 for the 'Billing Code" if this is for a tenured/tenure-track or librarian faculty search candidate ONLY. If not, please use your department's budget code.** Once the confirmation number is received, add the number to the form below. **Send the completed form to the Provost's Budget Office (pbo@towson.edu) and include in the email the Search #, Department Name and Search Chair.**

21 West Susquehanna Avenue
Towson, MD 21204
Phone: 667-275-7100

SUBMIT REQUEST TO: BWITN_Hampton@Hilton.com

DATE OF REQUEST: _____
REQUESTED BY NAME: _____
REQUESTED BY EMAIL: _____

BILLING CODE: _____
INVOICE # _____

TOWSON UNIVERSITY
8000 YORK ROAD
BALTIMORE, MARYLAND 21252

Guest First and Last Name	Hotel Name	Arrival Date	Departure Date	Total Number of Rooms Nights	Rate	Confirmation number	Charges to be billed (Room, Parking, Meals only)

Self-Parking is currently $20.00 per day, per car, with in/out access

Total Room charges: