

# **HAMPTON INN/HOME 2 SUITES BY HILTON OVERNIGHT LODGING FORM**

Please complete the highlighted sections in yellow on the Hampton Inn / Home 2 Suites by Hilton Reservation Request Form and submit the completed form to BWITN\_Hampton@Hilton.com AND FrontDesk.Towson@gmail.com. Enter #16810 for the 'Billing Code' if this is for a faculty search.

When the form is complete, please email the form to the Provost's Budget Office (pbo@towson.edu). Please provide the search number, candidate's email address, department name and search chair in the email to pbo@towson.edu. We require all of this information in order to process your request.

*21 West Susquehanna Avenue*

*Towson, MD 21204*

*Phone: 667-275-7100*

**SUBMIT INITIAL REQUEST TO: BWITN\_Hampton@Hilton.com AND FrontDesk.Towson@gmail.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	Departure	Total # of Room Nights	Rate	Confirmation number	Charges to be billed

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