



HOTEL ACCOMMODATION BOOKING FORM – CORPORATE / DUTY TRAVEL

From CX Port/Dept:

To: Headland Hotel – Reservation Department

Fax No:

Fax: (852) 2115 6062, Email: booking@headland.com.hk

Company Email:

Approved by: _____ (Department Head Job Title, Company Chop & Signature)

Date: _____ Cost Centre: _____ A/C Code: _____

Guest Name (Family Name, First Name Mr/Ms)	Employee ID No. (ERN)	Arrival Date (e.g. 26Feb18)	Flight No. & Arrival Time	Departure Date (e.g. 28Feb18)	Flight No. & Departure Time	No. of Breakfast Voucher(s)	(For use on hotel arrival)	
							Guest Signature	Date

Special Requests: _____

Payment method:

Payment at hotel (credit card or cash) **OR**

Debit to the above Cost Centre and Account Code (SAP Purchase Order No: _____)

Please note that unless specifically agreed, charges for room and/or breakfast vouchers are to be debited to the above cost center and account code. Any other charges are to be settled by the individual traveller prior to departure from the Hotel.

- **Billing Instructions:** Booking confirmation and summary of charges being settled by the company are to be forwarded to the below office:

Name: _____ Tel: _____ Fax: _____ Email: _____

Billing Address: _____