



1200 Market St.
Philadelphia, PA 19107
Reservation Assistance 215-231-7238 or 215-521-1200
Email: Gretchen.frank@loewshotels.com

Temple University Room Reservation Request
(To be used when charges are to be paid by Temple)
Rates in effect January 1, 2020 until December 31, 2020

Arrival Date _____ Arrival Time _____ Departure Date _____
AR Account # _____

Temple University Billing Information			
Business Purpose: _____			
Temple University Department Name: _____			
Authorized Signer: _____		_____	
Print		Signature	
Date: _____			
Fund _____	Org _____	Account _____	Program _____
<i>*Note: Authorized Signer must signature authorization for the above FOAP</i>			
Direct Bill:	<input type="checkbox"/> Room & Tax	<input type="checkbox"/> Room, Tax & Parking	<input type="checkbox"/> Room, Tax & Internet
Check all that apply	<input type="checkbox"/> Room, Tax, & Meals	<input type="checkbox"/> All Charges	

Guest Name Guest Email Telephone Number

Company Street Address City State Zip

Reservation Submitted By Email Telephone Number

Temple University Dept Address City State Zip

Reservation Accepted By:

By Confirmation# Date

If the above requested room is available, your confirmation will be returned via facsimile before the end of the next business day, eastern time.
If you have not received a confirmation or a denial, please call Gretchen Frank (215) 231-7238 or email Gretchen.frank@loewshotels.com.