New School University
66 West 12th Street, New York, NY 10011

RESERVATION AGREEMENT BETWEEN
NEW SCHOOL UNIVERSITY AND HOTEL XYZ

This form is required for all hotel reservations placed on behalf of guests of New School University. Only those reservations placed using this form will be considered valid New School charges. All information requested on this form must be completed by a New School employee and approved by a Dean, Budget Officer or authorized designee.

Name of Guest: JOHN DOE

New School University is required to report to the Internal Revenue Service all payments made on behalf of non-U.S. residents. Please indicate the guest's residency status by checking one of the following boxes.

☐ ***Guest is a U.S. Resident*** ☐ ***Guest is a Non-U.S. Resident***

Arrival Date: FEB 30, 1999 **Departure Date:** FEB 30, 1999

Room Rate: NIGHTLY RATE **Budget Number:** 012345-12345

New School University will pay for room charges only.
Without exception, all other charges are the responsibility of the guest.

Reservation Contact: JANE DOE **Phone:** 555-222-1234

Authorized Approval: JANE SMITH **Date:** 555-222-2235

Instructions to New School reservation contact:
Forward this original completed form to HOTEL XYZ. Incomplete reservation requests will not be accepted.

Instructions to Hotel:
This original reservation form must be forwarded with your invoice. Payment will be made within thirty days of the date we receive both documents.

Please mail all correspondence to: New School University
Attn: Accounts Payable
80 Fifth Avenue
New York, NY 10011

Please direct all billing inquiries to our Accounts Payable office at 212-229-5680.