

DELAMAR

HOTEL STAY APPROVAL FORM

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- Please fill out the top section of this form and submit it to General Manager for approval
 - You may not stay overnight at a hotel without signed approval from the General Manager of that specific property
 - Overnight hotel stay requests must be submitted in advanced to the General Manager of the desired property.
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EMPLOYEE NAME

DATE

Date(s) of hotel stay

of Nights

Desired Property

Comments:

Employee's Signature: _____

Managers: If the hotel overnight stay is approved, please sign and this form and return a copy to HR for filing purposes.

Comments: _____

APPROVED:

DENIED:

Manager Signature: _____ *Date:* _____