



**Peregrine Hospitality Associate Reservation Authorization Form**  
Required for Associate, Family and Friends Room and Travel Discount

<b>Employee Information</b>	
_____ Employee Name	_____ Employee Phone Number
_____ Employee Hotel Property	_____ Date of Hire

<b>Reservation Information</b>	
_____ Hote Name	_____ Location (City, State)
_____ Rate \$	_____ Reservation Type (EE or F&F)
_____ Check In Date	_____ Check Out Date
_____ Name on Reservation	_____ Confirmation Number
_____ Number of Rooms	

**To be completed by Human Resources or Executive Office:**

<b>Employee Information</b>	
_____ Print Name (Human Resources or Executive Office Authorization)	_____ Email
_____ Signature (Human Resources or Executive Office Authorization)	_____ Date

The Peregrine Hospitality Associate Room and Travel Program provides discounted benefits at participating hotels to active associates, family members, and friends. Associate and "immediate family" are defined as the associate, their spouse, domestic partner, children, stepchildren, siblings, parents and stepparents. All others are considered "extended family and friends." This benefit is offered upon commencement of employment.

Associates are entitled to book a maximum of 2 rooms and up to 7 room nights based on availability.

If the reservation is canceled within 72 hours of the arrival date; the reservation will be subject to full room and tax.

Associates, family members and friends are expected to maintain our standards of conduct at all times while participating in this program at any of our hotels. Behavior considered to be inappropriate will result in the cancellation of your reservation, your departure from the hotel and permanent loss of hotel reservation privileges.

Guest **MUST** present a copy of the signed Associate Reservation Authorization Form at check-in. Discount rates will **NOT** be honored without signed Peregrine Hospitality Associate Reservation Authorization Form.