



THE UNIVERSITY OF
WINNIPEG

515 Portage Avenue
Winnipeg, MB R3B 2E9

HOTEL AUTHORIZATION FORM

Date: _____

Reservation	Phone	Fax	Reservation	Phone	Fax
<input type="checkbox"/> CanadInns Polo Park 1405 St Matthews Ave	204-775-8791	204-783-4039	<input type="checkbox"/> Holiday Inn Airport W 2520 Portage Ave	204-885-4478	204-831-5734
<input type="checkbox"/> Clarion Hotel 1445 Portage Avenue	204-774-5110	204-783-6858	<input type="checkbox"/> Holiday Inn Downtown 360 Colony Street	204-786-7011	204-772-1443
<input type="checkbox"/> Homewood Suites 1295 Ellice Avenue	204-515-1941	204-515-1942	<input type="checkbox"/> Hotel Fort Garry 222 Broadway	204-942-8251	204-956-2351
<input type="checkbox"/> Delta Winnipeg 350 St Mary Ave	204-942-0551	204-942-6491	<input type="checkbox"/> Inn at the Forks 75 Forks Market Rd	204-942-6555	204-942-6979
<input type="checkbox"/> 4 Points Sheraton 1999 Wellington Ave	204-775-5222	204-775-533	<input type="checkbox"/> Place Louis Riel 190 Smith Street	204-947-6961	204-943-3574
<input type="checkbox"/> Fairmont Winnipeg 2 Lombard Place	204-957-1350	204-956-1791	<input type="checkbox"/> Radisson Downtown 288 Portage Avenue	204-956-0410	204-947-1129
<input type="checkbox"/> Greenwood Inn 1715 Wellington Ave	204-775-9889	204-775-4576	<input type="checkbox"/> Best Western Charterhouse 330 York Avenue	204-942-0101	204-956-0665
<input type="checkbox"/> Humphry Inn & Suites 260 Main Street	204-942-4222	204-480-4612	<input type="checkbox"/> Days Inn & Suites Thompson, MB	1-204-778-6000	1-204-778-6999

Name of Visitor

Host University Department

Authorized by

Phone Number

Department Account Number (UofW Use Only)

Authorized Limit

PLANNED ARRIVAL DATE & TIME _____

PLANNED DATE OF DEPARTURE _____

PURPOSE OF VISIT _____

REMARKS (i.e. SPECIAL INSTRUCTIONS, MEALS, PARKING, OR OTHER CONCERNING ROOM ARRANGEMENTS, ETC.)

DEPARTMENT: FAX COPY TO HOTEL OF CHOICE AND RETAIN ORIGINAL FOR YOUR RECORDS

HOTEL: EMAIL COPY TO accountspayable@uwinnipeg.ca WITH INVOICE – KEEP COPY FOR YOUR RECORDS