



THE UNIVERSITY OF WINNIPEG

515 Portage Avenue
Winnipeg, MB R3B 2E9

HOTEL AUTHORIZATION FORM

Date: _____

Reservation	Phone	Fax	Reservation	Phone	Fax
<input type="checkbox"/> CanadInn Polo Park 1405 St Matthews Ave	775-8791	783-4039	<input type="checkbox"/> Holiday Inn Airport W 2520 Portage Ave	885-4478	831-5734
<input type="checkbox"/> Clarion Hotel 1445 Portage Avenue	774-5110	783-6858	<input type="checkbox"/> Holiday Inn Downtown 360 Colony Street	786-7011	772-1443
<input type="checkbox"/> Days Inn & Suites Thompson, MB	204-778-6000	204-778-6999	<input type="checkbox"/> Hotel Fort Garry 222 Broadway	942-8251	956-2351
<input type="checkbox"/> Delta Winnipeg 350 St Mary Ave	942-0551	943-8702	<input type="checkbox"/> Inn at the Forks 75 Forks Market Rd	942-6555	942-6979
<input type="checkbox"/> 4 Points Sheraton 1999 Wellington Ave	775-5222	775-533	<input type="checkbox"/> Place Louis Riel 190 Smith Street	947-6961	943-3574
<input type="checkbox"/> Fairmont Winnipeg 2 Lombard Place	957-1350	956-1791	<input type="checkbox"/> Radisson Hotel Downtown 288 Portage Avenue	956-0410	947-1129
<input type="checkbox"/> Greenwood Inn 1715 Wellington Ave	775-9889	775-4576	<input type="checkbox"/> Best Western Charterhouse 330 York Avenue	942-0101	956-0665
<input type="checkbox"/> Humphry Inn & Suites 260 Main Street	942-4222	480-4612	<input type="checkbox"/> Main Stay Suites Winnipeg 670 King Edward Street	594-0500	594-0501
UWinnipeg Downtown Hostel 370 Langside Street	786-9139	799-6580			

Name of Visitor

Host University Department

Contact: _____

Authorized by

Phone Number

\$

Department Account Number (UW 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.)

ORIGINATING DEPT: FAX COPY TO HOTEL OF CHOICE, COPY TO UW ACCOUNTS PAYABLE AND RETAIN ORIGINAL FOR YOUR RECORDS. HOTEL: ATTACH COPY WITH INVOICE TO UW ACCOUNTS PAYABLE, 515 PORTAGE AVE, WPG. MB R3B 2E9