

COLLEGE OF ARTS AND LETTERS
Summary of Procedure to
Request Direct Billing Room Reservations
New Faculty Recruitment, Fall 2008

The hotels that we will be using this year are:

1. **San Diego Mission Valley Hilton**

Contact Person: Eric Johnson, Manager, 619-767-5514

Fax Reservation request to Eric Johnson, 619-296-9561

\$132 per night plus 10.5% tax

2. **Best Western Lamplighter Inn**

Contact Person: David Brit, General Manager, 800-545-0778

Fax Reservation request to: David or Len at 619-582-6873

\$89.00 per night plus 10.5% tax

3. **Park Manor Suites,**

Contact Person: Ed Delehanty (619) 291-0999, X166

Fax Reservation request to Ed Delehanty (619) 291-1025

You can also email: ed@parkmanorsuites.com

\$119 per night plus 10.5% tax for 2007 (rates may change in 2008)

4. **Holiday Inn Express Old Town**

Contact Person: Jovi Vergara, Sales Manager, 619-299-7400, ext. 402

FAX Reservation request to Mica Johnson, 619-299-1619

Rate Range: \$119 - \$139, see attached pricing and blackout dates.

Plus 10.5% tax.

Please **fax** your reservation requests to the contact person or fax number listed above.

I have attached a sample Reservation Request to ensure that all the necessary reservation information is included in each request.

If you prefer to create your own Reservation Request form please be sure to include the following information.

Name of Guest
Arrival and Departure Dates
Your Name and the Name of your Department
Your office phone number and Fax number

With the following statement:

San Diego State University will pay for room and room tax only.

Please send billing to:

Claudia McMahon
San Diego State University
College of Arts and Letters
San Diego, CA 92182-6060
Tel: (619) 594-3503, FAX: (619) 594-3560

Please remember to fax or email attachment a copy of your reservation request to me at 43560. I will need a record of the reservation information to authorize payment of each hotel's invoice as they are submitted.