



**CREDIT CARD AUTHORIZATION FORM TO VALIDATE "RISD-PAID," "TAX-EXEMPT,"
INTERNAL TRAVEL PORTAL BOOKINGS**

HOTEL:

GUEST NAME: CONFIRMATION NUMBER:

DATE OF ARRIVAL: DATE OF DEPARTURE:

BOOKED BY: DEPARTMENT:

CONTACT PHONE NUMBER / EMAIL ADDRESS:

PLEASE DIRECT THESE CHARGES TO THE FOLLOWING RISD VISA CREDIT CARD:

CREDIT CARD NUMBER: EXP. DATE:

NAME OF RISD CARDHOLDER (AS IT APPEARS ON CARD):

BILLING ADDRESS:

RISD Tax-Exempt Number: 66

PLEASE INDICATE BELOW THOSE CHARGES YOU ARE AUTHORIZING TO BE CHARGED TO THE CREDIT CARD REFERENCED ABOVE (please check as applicable):

Room Only All Charges (including incidentals)

Other – Please Specify:

PLEASE EMAIL THIS FORM TO THE HOTEL IMMEDIATELY FOLLOWING BOOKING THROUGH THE RISD TRAVEL PORTAL WITH A COPY OF THE FRONT AND BACK OF CREDIT CARD TO BE CHARGED (*if not already on file at hotel*).

RISD PARTNER HOTELS

RISD-Paid Reservations - For faculty/staff booking RISD-Paid hotel reservations through the **RISD Travel Portal @ http://www.campustravel.com/university/risd/visit_risd_business.html**

Please email to the hotel a credit card authorization form and a copy of the front and back of the RISD credit card used for the booking (*if it is not already on file at the hotel*) to validate and ensure the RISD internal, tax-exempt rate and to avoid the RISD-paid guest from being charged at check-in.

PARTNER HOTELS	2017 Contract Rates based on availability for "RISD-PAID" Internal Bookings <i>*Tax will not be charged to bookings confirmed as RISD-paid via submission of CC Authorization.</i>	Hotel Email Address for submission of CC Authorization Form to confirm reservation is being paid for by RISD.
Hampton Inn & Suites Providence	\$124 per night based on availability	salesraynham@msn.com
Hotel Providence	\$149 Superior Guest Room \$169 Deluxe Guest Room \$189 Junior Suite	gnowrocki@hotelprovidence.com
Courtyard Marriott Providence	\$155	Helaine.Gallagher@crestlinehotels.com
Providence Biltmore	\$149 Deluxe King \$169 Junior Suite \$169 Biltmore Suite	LMasnyk@providencebiltmore.com
Omni Hotels Providence	\$149 per night based on availability	desiree.martinelli@omnihotels.com
Renaissance Providence	10% discount off available rates	Steven.ricciardi@tpghospitality.com
The Dean	\$129 based on availability	Candida@thedeanhotel.com Aarin@thedeanhotel.com
Hilton Garden Inn		

Please note that the RISD Travel Portal **should not be used for group bookings**. For RISD-paid group or VIP bookings or to secure room block contracts at the partner hotels listed above, please contact the Purchasing Department for assistance:

Kim Harpin, Senior Buyer (401) 454-6424, kharpin@risd.edu

Amy Barr, Buyer (401) 454-6441, abarr@risd.edu