

EMERGENCY HOTEL EXAMPLE

Emergency Funds - Emergency Lodging Assistance Example

✓



Payment Request Form

Pay When Billed _____

Next Check Run _____

or Date Needed _____

(must call NJ for all ASAP requests)

Payable to: Super 8

8135 North Academy Blvd
Colorado Springs, CO 80920

Mail Check _____

Give Me the Check

Include Attachments _____

Amount: \$ 110.24

Description: CF- 7731 Emergency Hotel Stay

Victim name not used

Requested by:

date: 7/11/18

Director's Approval:

date: 7/11/18

Payment Authorization

If amount is over \$1000, Executive Director's Approval Required

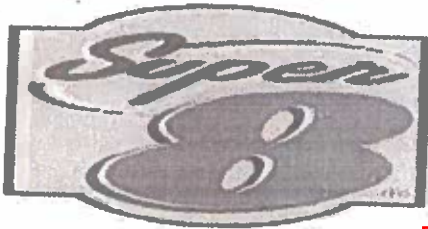
ED Approval: _____

date: _____

A/P section

Department	Account Description	Account Code	Amount

A/P initial/date



SUPER 8 COLORADO SPRINGS

8135 NORTH ACADEMY BLVD
COLORADO SPRINGS, CO 80920 US

Phone: (719) 528-7100

Fax: (719) 528-2452

Email: 03418@WYNHG.COM

Printed: 7/11/2018 4:45:04 PM

Folio (Detailed)

Victim name and address redacted

Name: [Redacted]

Confirmation Number: 86022EC001342

Address: [Redacted]

Account Number: 071-880009

Room:	311	Room Type:	NQQ1, 2 QUEENS/NS	Nights:	1	Guests:	1/2
Rate Plan:	RACK	Daily Rate:	\$99.99 + \$10.25 Tax	GTD:	VI - VISA		
Arrival:	7/11/2018 (Wed)	Departure:	7/12/2018 (Thu)		XXXX XXXX XXXX		

Room Rate:
7/11/2018 (Wed) - 7/11/2018 (Wed) \$99.99 + \$10.25 Tax per night.

Date	Code	Description	Amount	Balance
7/11/2018	VI	VI (0738)	(\$110.24)	(\$110.24)

Summary

Room	Tax	F&B	Other	CC	Cash	DB
\$0.00	\$0.00	\$0.00	\$0.00	(\$110.24)	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on every stay.

Guest Signature: _____

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy.