



TRAVEL PASS

This document is to confirm the reservation at the **Colleague Referral Rate** with the details below:

*****Department head to fill in the information below*****

Colleague name: _____
Department: _____
Date of hire: _____

Confirmation number: _____
Guest's (friends or family's) name: _____
Relationship to the colleague: _____
Check in: _____
Check out: _____

Department head's name: _____
Department head's signature: _____
Date: _____

- The confirmation email must show the colleagues' friends or family's name and the colleague referral rate
- For Immediate Family, you may book at Family Rates.
- The rate should not be introduced to the hotel's past guests as colleague's friends or family
- The colleague's friends or family must check in and occupy the room. (Reservation is not transferrable.)
- The colleague must be employed at the time of check-in
- Rates are not available during the 90 days probationary period
- Please present this document upon check-in