

Nassau Inn Charge Authorization



TODAY'S DATE

Use this form when Princeton is paying Nassau Inn restaurant charges on behalf of a guest, or when the guest will be paying for all charges, and/or when there are special instructions to convey to the Nassau Inn staff.

Travel Arranger Information

FIRST NAME	MIDDLE INITIAL	LAST NAME
PHONE NUMBER	EMAIL	
HOSTING DEPARTMENT NAME		
HOSTING DEPARTMENT CAMPUS ADDRESS		

Guest Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	PHONE NUMBER
ARRIVAL DATE	DEPARTURE DATE		

Applicable charges (all guests will be required to provide credit card for incidentals at time of check-in):

- Restaurant
 Guest pays on all charges

SPECIAL INSTRUCTIONS

Signature

SENDER PRINT NAME	DATE	SENDER SIGNATURE
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- **Complete and email to reservations@nassauinn.com**
 Questions? Contact the Financial Service Center, (609) 258-3080 or finance@princeton.edu.