

# Holiday Inn

EXPRESS  
HOTEL & SUITES

2702 SOUTH BUSINESS HWY. 63 · KIRKSVILLE MO 63501 · PH (660) 627-1100 FX (660) 627-5876

## CREDIT CARD AUTHORIZATION FORM for use with Truman State University's P-Card Program

I, \_\_\_\_\_, hereby give the Holiday Inn Express Hotel & Suites Kirksville MO authorization to charge my Truman P-Card for the charges incurred by the following guest(s):

.....

Guest Name: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

The charges that will be covered by the card include:

Room and Lodging Tax ONLY

Room, Lodging Tax and Incidentals (including phone, fax and photocopy charges)

\*Cardholder will be responsible for stating the business purpose of incidental expenses on the hotel folio.

**Truman State University is exempt from Sales Tax, MO Tax ID No. 10001824**

.....

Credit Card Information:

American Express

Card Number: \_\_\_\_\_

Visa (TRUMAN P-CARD)

Expiration Date: \_\_\_\_\_

Master Card

Name of Cardholder: \_\_\_\_\_

Discover

Telephone Number: \_\_\_\_\_

Diners Club

Fax Number: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**NOTE:** The hotel must receive a photocopy of the front and back of the credit card along with a copy of the cardholder's TRUMAN PHOTO ID. Charges will be issued without proper cancellation.