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Please fill in the information below and bring this voucher and confirmation number with you when you arrive at the hotel. You must have your Supervisor's signature for the voucher to be considered valid.

EMPLOYEE INFORMATION	GUEST INFORMATION	HOTEL INFORMATION
EMPLOYEE NAME (PLEASE PRINT) :	GUEST NAME (IF OTHER THAN EMPLOYEE)	HOTEL NAME:
LOCATION OF EMPLOYMENT:	RELATIONSHIP TO EMPLOYEE	ADDRESS:
SUPERVISOR NAME (PLEASE PRINT) :		ARRIVAL DATE:
SUPERVISOR TITLE:		DEPARTURE DATE:
SUPERVISOR SIGNATURE:		CONFIRMATION NUMBER: