



B-11
7/14/10

ADVISOR LODGING RESERVATION REQUEST

Please indicate room type:

NAME	SCHOOL	Private	Shared	DATE/S

ADVISORS REQUESTING A SINGLE OR PRIVATE ROOM WILL PAY AN ADDITIONAL AMOUNT PER NIGHT – PLEASE REFER QUESTIONS ABOUT THE ADDITIONAL AMOUNT TO THE STATEWIDE MAIN OFFICE.

ANY CHANGES, CANCELLATIONS, ETC. ARE TO BE MADE THROUGH THE NM MESA, INC. STATE OFFICE **NO LATER THAN TWENTY-FOUR (24) HOURS** PRIOR TO ARRIVAL DATE.

ANY ARRANGEMENTS, CHANGES, CANCELLATIONS, ETC. NOT MADE THROUGH NM MESA, INC. **WILL BE PAID FOR BY THE ADVISOR.**

NM MESA WILL ONLY COVER THE COST OF ROOMS PLUS TAX, APPROVED THROUGH THE NM MESA STATE OFFICE.

ADVISORS ARE RESPONSIBLE FOR ANY ADDITIONAL ROOMS, ADDITIONAL NIGHTS AND/OR ADDITIONAL CHARGES TO THE ROOM (I.E., TELEPHONE CALLS, MOVIES, ROOM SERVICE, ETC.)

ADVISOR SIGNATURE

EVENT

DATE

**This form is due to NM MESA, Inc. State Office five (5) working days prior to the event.
The \$\$\$ non-refundable deposit for a private room is also due with this form.**