



Associate Room Rate Authorization Form

NANA Regional, NANA Development, NANA Management Services

According to company policy, presentation of this form entitles the below-named individual to receive the discounted Associate Room Rate, on a space available basis, for a maximum of **two rooms per night**, for a maximum of **two nights per stay**. Discounted rates are for personal travel only.

How to book a room at the Associate Room Rate:

1. To get the Associate Room Rate, you **must call the hotel directly at (907) 442-3331**.
2. You must pre-book a room under the Associate Room Rate to get the discount; you can NOT make this change at check-in.

TERMS AND CONDITIONS OF THE ASSOCIATE ROOM RATE DISCOUNT PROGRAM

1. Falsification or other misrepresentation of information on this Authorization Form will constitute grounds for immediate termination of the associate's employment.
2. This **original** Authorization Form must be presented and surrendered at the front desk at the time of check-in, along with photo identification, and may not be used by anyone other than the authorized individual. *This form expires 60 days after the issue date.*
3. Credit must be established at the time of check-in.
4. Associates and associate's spouse will receive the Associate Room Rate for personal travel only (not business). Associates traveling on business who receive the Associate Room Rate for business travel put their department, division or company at risk of losing the Associate Room Rate discount benefit for all their associates.
5. **Use of the Associate Room Rate Discount is a privilege.** Your conduct and professionalism (as well as those persons in your party) as a guest is a representation of NANA, affiliated companies and their associates. Any inappropriate conduct or behavior as a guest in a participating hotel will be dealt with as misconduct in connection with the associate's employment. Any conduct or behavior deemed inappropriate by the management of the hotel where you are a guest could result in the associate receiving disciplinary action, loss of room discount privileges, written warnings and possible termination of employment.
6. The Associate Room Rate Policy and discount benefits are subject to modification by the company.

By requesting this room discount benefit, I accept and agree to abide by the terms and conditions outlined above.

(Print Associate Name)

(Associate's Signature)

Issued by:

(Print Manager's Name)

(Manager's Signature)

(Division/Unit Number and Unit Name)

(Manager's Phone Number)

(Issue Date)