


Navy Gateway Inns and Suites, Annapolis

TEL: (410) 293-3906 FAX: (410) 293-2444

(Reservation is not guaranteed until you receive a reservation confirmation number)

Front Desk Hours of Operation: Daily: 0800-1600 Official Holidays: 0800-1400		Room Rate: (Effective 01 October 2008) VQ Suite: \$72.00		DVQ: \$93.00	
	TYPE OF ORDERS				
	<i>Travel Orders may be requested to be submitted electronically or fax prior to arrival for verification purposes</i>				
	TDY COST		PCS SINGLE		INVITATIONAL
TDY NO COST		PCS FAMILY		SPACE-A	
Arrival date:		Departure date:		Last 4 of Social Security #	
Name:			Email:		
Rank/ Title/Branch of Service:				No. of guest:	
Duty Station:					
Duty Phone #		Alternate #		Fax Number:	
Address: <i>(Must match credit card billing address)</i>					
Name of POC <i>(If applicable):</i>			Phone #:		Email:
FORM OF GUARANTEE / PAYMENT					
<i>(As of 25 Aug 2008, only Visa and Mastercard are accepted as form of guarantee and payment)</i>					
Credit Card Number:			Expiration Date: (Month/Year)		
Name on Card:			3 Digit Security Code (back of card)		
COMMENTS/SPECIAL REQUEST:					
<u>RESERVATION/CANCELLATION POLICY AND ELIGIBILITY REQUIREMENT</u>					
<p><u>SPACE REQUIRED:</u> Active Military, Reservist, APF/NAF DOD civilians or Contractors <u>on official cost orders</u> can make reservations at anytime.</p> <p><u>SPACE-AVAILABLE:</u> Non-duty active military and/or family members, military retirees and active DOD APF/NAF civilians on non-duty status (as of July 2008). Advance reservation may be considered, based on projected availability.</p> <p><u>CANCELLATION POLICY:</u> Cancellation must be made <u>24 hours</u> prior to arrival, otherwise credit card will be charged for 1 day rate and the remainder of your reservation will be cancelled. Payment in full is due upon check in for Space-A travelers.</p> <p><u>IMPORTANT NOTE:</u> Check in time is from 2:00 to 4:00pm. All guests checking-in after 4:00pm (2:00pm on official holidays) must pick up their check-in package at Gate 8 (located at the first traffic light after the Naval Academy Bridge). Late check-out <u>must be pre-arranged and approved</u> by NGIS staff and/or management otherwise; FULL DAY rate will be assessed after 1300 on scheduled day of departure.</p> <p style="text-align: center;"><u>DUE TO SECURITY REASONS, CHECK-IN PACKAGE WILL BE ISSUED STRICTLY TO REGISTERED GUEST ONLY</u></p>					
<p>PRIVACY ACT STATEMENT / FOR OFFICIAL USE ONLY PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties.</p> <p>AUTHORITY: 5 USC 301. 44 USC 3101</p> <p>PURPOSE: This information is requested to make reservation and to provide lodging at the Navy Gateway Inns & Suites, NSA Annapolis. USAGE: Information may be used by management & staff in the performance of their duties for reservation and accountability purposes. DISCLOSURE: Disclosure is voluntary. However, failure to provide the requested information may result in denial of reservation at the Navy Gateway Inns & Suites Annapolis.</p>					