



M.I.T CAMPUS HOSTEL

ANNA UNIVERSITY

CHROMEPET, CHENNAI – 600 044. Email: mithostels@mitindia.edu

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GUEST HOUSE REQUISITION FORM

(Regular Staff only)

Reservation No: _____

Date: _____

Member's Information

| | |
|---|---|
| Applicant Name: _____ | Guest Name ⁽ⁱ⁾ : _____ |
| Reg. No / Staff ID _____ / DEPT: _____ | Relationship with the Applicant: _____ |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| Official Address: _____ _____ _____ | Address: _____ _____ _____ |
| Mobile No: _____ | Mobile No: _____ |
| Email : _____ | Email : _____ |
| Purpose of Visit: Official <input type="checkbox"/> / Personal ⁽ⁱⁱ⁾ <input type="checkbox"/> | Event Name: _____ |

Accommodation

| | | |
|---|---|---|
| Required From _____ to _____ | Check in time : _____ | Check out time: _____ |
| Guest House: <input type="checkbox"/> / Hostel: <input type="checkbox"/> | No of Adults: _____ | No of Child: _____ (Child Age < 8 Years) |
| No of Days ⁽ⁱⁱⁱ⁾ : _____ | Total No of Persons : _____ (Maximum 2 Adults + 1 Children per room) | |
| Food: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> | No of Rooms Required : _____ | |

- I. Guest must submit his / her ID proof at the time of check in
- II. Not eligible for discount
- III. Dean's approval is required to stay more than three days
- IV. Guest must pay 100% amount as advance

Signature of the Applicant with Seal

Signature of the Head/Director with Seal

For Office Use

| | |
|---|-------------------------------|
| Status of Booking : Confirmed / Not Confirmed | |
| Bill(s) to be Settled by: <input type="checkbox"/> Guest ^(iv) <input type="checkbox"/> DEPT <input type="checkbox"/> Applicant | |
| Amount: _____ | Amount Received on: _____ |
| Cheque / DD / Cash: _____ | Reference No: _____ |
| Bill raised on: _____ | Bill raised by: _____ |
| Verified by: _____ | Room No: _____ |
| Lodging Charge: _____ | Boarding Charge: _____ |

DEALING HAND

DEPUTY WARDEN

EXECUTIVE WARDEN