- **Hotel request must be requested ahead of time.**
- **Select numbers of rooms**
- **Select numbers of beds (Single or double)**
- **Notify the employee to check in by 3pm.**
- **Specify employee name under hotel**
- **Employee name under hotel must have an I.D.**
- **Employee must pay deposit for incidentals.**
- **Any No Call No Show/Cancel will be a company loss.**

District Information	
Dm:	Pedro Amaro

Job Information	
Store:	677 T0659 Target Baxter, MN

Job Information			
Check In:	03-18-2024	Check Out:	03-23-2024
How many rooms:	2	How many beds:	6

Employee Information	
New Employee Name	Reinaldo espinosa

Job Information			
Site visit/Project type:	Full SR	Order number:	T234234

Notes
This EE Work on project and the other one Freddy Ruiz cover a PTO

Office use only	
Notes	