

STATE COUNCIL MASTER BILL REQUEST FORM

If approved by the CTA Secretary-Treasurer, the charge for your hotel room and tax (half the cost of a double-occupancy room) will be charged to the CTA master bill.

To be considered for master billing, this form must be completed and received no later than two weeks prior to the start of State Council, at the email or fax number below. Approval must be requested and granted by the CTA Secretary-Treasurer prior to arriving at The Westin Bonaventure Hotel for the State Council meeting.

Approval of master billing is good for one State Council year.

If you do choose to be master billed please note the following:

- Only half of the room and tax will billed to the master account.
- If you do not cancel your room with CTA by 4:00 p.m. the day before your scheduled arrival, you will be billed for one night's room and tax.
- If your roommate does not show-up on Friday night, you are required to notify the CTA Housing Desk staff person by 10:30 a.m. Saturday. If not, you will be billed for the other half of the room and must pay that to the hotel directly upon check-out.
- A credit card will still need to be presented at check-in order to cover incidentals.
- Starwood Points will NOT be awarded.
- You will be notified by the CTA Secretary-Treasurer's office if your request has been approved.

Name: _____

Chapter: _____

Reason for attending State Council (State Council representative/alternate, SCC chair, liaison, other):

If other, please explain:

Please submit this form to David B. Goldberg, CTA Secretary-Treasurer, c/o Serena Goodspeed via email at sgoodspeed@cta.org or fax 650.552.5010.