

- 1 This form must be completed by DPR staff only.
- 2 **Prepared By** - DPR employee with District authority to process refunds.
- 3 **Approved By - DPR employee with District authority to approve** refunds.
(Must not be the same DPR employee completing the form.)
- 4 **Customer Name** - Enter the name of the customer with the reservation.
- 5 **Confirmation No.** - Enter the customer's Confirmation Number.
- 6 **Cancellation Date/Time** – Enter date and time when customer calls the park to cancel their reservation.
- 7 **Early-Out Date/Time** - Enter date and time when customer checks out of the park.
- 8 **No-Show Date** - Enter date when customer fails to check-in.
- 9 **Site** - Enter site number associated to reservation.
- 10 **Arrival Date** - Enter arrival date of reservation.
- 11 E-mail or fax form directly at e-mail address/fax number listed at the top of form.
- 12 Refund amounts are calculated based on cancellation date and cancellation time entered on form.