Page	1	of		
Page	1	OΤ		

## CANCELLATIONS, EARLY-OUT, AND NO-SHOW REFUNDS FAX 916-657-1856

E-MAIL ADDRESS: ReserveCaliforniaSupport@parks.ca.gov

DATE	PREPARED BY
PARK NAME	APPROVED BY

CUSTOMER NAME	CONFIRMATION NO.	CANCELLATION DATE/TIME	EARLY-OUT DATE/TIME	NO-SHOW DATE	SITE	ARRIVAL DATE

Early Out Form (Front)(Excel 08/02/2017)

CUSTOMER NAME	CONFIRMATION NO.	CANCELLATION DATE/TIME	EARLY-OUT DATE/TIME	NO-SHOW DATE	SITE	ARRIVAL DATE

- 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.