PO Procedures for Reservations at Homewood Suites by Hilton University City Philadelphia, PA

(This vendor does not require a separate form for PO bookings)

Step 1: For PO reservations you must telephone the Homewood Suites University City directly at 215-382-1111. Identify yourself as a Penn affiliate in order to get the Penn rate.

Step 2: Follow BEN PO Procedures to have PO created and sent to Hotel

Step 3: Verify with Hotel that they received the PO prior to reservation date so the reservation is not cancelled