

HOTEL ROOM PURCHASE ORDERS FOR UAB GUESTS

Choose relationship of the guest to UAB:

- Prospective employee _____ object code 8302010 (i.e. employee recruit)
What job are you recruiting the prospective employee for?

Was prospective employee's spouse also invited to UAB? _____

If so, will spouse be included in these travel costs? _____

- Non-compensated volunteer _____ object code 8302050
Is this a true non-compensated volunteer who will render services to UAB but will receive no compensation from any source as a result of performing these services? _____
If yes, proceed. If no, this individual does not qualify for volunteer status.

- Prospective student _____ object code 8302010 (i.e. student recruit)
What program are you recruiting this student for?

- Guest speaker _____ object code 8602599
- Independent Contractor _____ object codes 8601099, 8601520, 8601599, 8602099, 8603099, 8607099, 8609999 (assuming that travel expenses are not included in the fee)

Hotel purchase orders are not allowed for the following:

Employee

Student recruit family members

Prospective employee family/friends other than spouse

Name of Guest:

First: _____ MI _____ Last _____

Refer to <http://uabfinancial.infomedia.com/content.asp?id=195417> for a list of acceptable hotels and the published UAB rates.

Arrival date: _____

Departure date: _____

Room rate per night (including taxes): _____

Number of nights: _____

Total: \$ _____

Warning: Remind visitors in advance that they will be responsible for paying at checkout for all miscellaneous charges they may have charged to the room bill, and then applying to the hosting department for reimbursement after the trip.

Additional Info if applicable:

