

LODGING PURCHASE FORM

Please complete this Lodging Purchase Form, obtain PI approval with account to charge, and present this form to the Business Office to process request. Please be mindful of allowable rates via: <https://www.obfs.uillinois.edu/travel/reimbursement-rates/lodging-allowance-rates>.

Date Submitted: _____

PI Name and Signature: (You may print e-mail approval on back of request if signature is not provided.)

Account Number to Charge: _____

Traveler

Name/UIN Number: _____

E-Mail: _____

Phone Number: _____

Lodging Details

Conference Hotel? If yes, provide proof from web site.

Hotel Name: _____

Hotel Phone Number: _____

Number of Rooms: _____

Check In Date: _____

Check Out Date: _____

Name of Guests _____

(LIST of Names/UINs _____

Plus Affiliation to UIC): _____

Justification (Purpose must answer what, when, where, who, why and how it benefits University):
