# HOTEL RESERVATION

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| Guest Information (As Appears On Passport/Government ID) |

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| --- | --- |
| Guest Name (First, Middle, Last) |  |
| Date of Birth (mm/dd/yyyy) |  |
| University Identification # (UIN) |  |
| Phone Number |  |
| Emergency Contact Number |  |
| Email Address |  |
| Hotel Preference (Name, Address, and Phone Number) |  |
| Conference Hotel (Yes/No) |  |

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| Hotel Information & Justification |

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| --- | --- |
| Purpose of Trip (Please Include University Benefit) |  |
| Hotel Preference (Name, Address, and Phone Number) |  |
| Conference Hotel (Yes/No) |  |
| Arrival Date |  |
| Departure Date |  |
| Number of Nights |  |
| Account being charged (Account Name/CFOP #) |  |
| PI Approval |  |

# Important Notes

* Submit this form to Levell Atkins at [latkins@uic.edu](mailto:latkins@uic.edu)
* If you are attending a conference, you must attach a copy of the conference website showing the list of hotels

# UNIVERSITY POLICY

\*Travel Arrangements for visitors who hold an H-1 Visa, are not allowed\*

\*\* J-1 Visa Holders must submit a Letter of Authorization.

\* It is considered a violation of the I-797 notification form. We cannot reimburse H-1 visa holders because they are being sponsored by another institution and therefore cannot work or provide services for institutions other than their sponsoring institution. If the sponsoring institution agrees to let the employee receive a reimbursement by another institution, then the sponsor will have to send us an invoice for his/her services provided.

There is an exception for H-1 visa visitors, not UIC sponsored, who are participating in an interview or attending a conference. This is the only exception where the visitor can receive a direct payment or reimbursement for the travel expenses.

\*\* Per University policies, we must receive a letter of authorization from the sponsoring institution. This letter should be on Institution letterhead from the sponsor listed in Box 2 of their DS-2019. The letter must state that the individual is allowed to provide services and to receive reimbursement for the services provided from another institution other than the sponsoring institution. This letter must be signed by a College Dean, Assistant Dean, Department Head, Assistant Head, or a Responsible Alternative Officer from the International Office.