Prior Approval Request for Suite or Luxury Accommodations

Traveler Name: _____ Personnel #:_____

Requestor Name: _____ Email: _____

Trip Dates: _____

Business Purpose of Accommodations:

If request is for a Suite for interviewing purposes your signature below verifies you will abide by the following conditions and provide the requested information:

- interviews will not be conducted in non-suite hotel rooms
- two or more University affiliates will be present for the interview **(state the names of those to be present in the prior approval request)**
- accommodations such as sleeping arrangements will not be visible during the interview
- no personal items of the interviewers will be visible during the interview
- and that the length of the interview will be (x minutes or approximately x minutes, not to exceed x minutes); i.e., **(state the length of the interview in the prior approval request)**

_____ _____ _____ _____

Requestor Signature Date Department Head Signature Date

CBO or designee approval _____ Date _____