

HOTEL ROOM PURCHASE ORDERS FOR NON-COMPENSATED VISITORS

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**Choose relationship of the visitor 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 by 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 rendered services to UAB but, who is receiving no compensation from any source as a result of performing, these services? \_\_\_\_

If yes, proceed. If no, this individual cannot qualify, for volunteer status.

- Prospective student \_\_\_\_ object code 8302010 (i.e. student recruit)

What program are you recruiting this student for?

\_\_\_\_\_

- Other (not allowed)  
Hotel purchase orders are not allowed for other types of visitors,  
For example:  
Independent Contractor  
Employee  
Student recruit family members  
Prospective employee family/friends other than spouse

First: \_\_\_\_\_ MI \_\_ Last \_\_\_\_\_

Go to <http://main.uab.edu/show.asp?durki=10438> to see 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 misc. charges they may have charged to the room bill, and then applying to the host department for reimbursement after the trip other information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_