

## SAC Lodging Request for Contracted Honorariums

Full Organization Name:	
Full Student Name:	
Student ID:	
Phone Number:	
UWM Email:	
Event Name:	
* SAC Grant from which funds will be dispersed:	

\* Please use the original name of the grant, even if the name of the event has changed. This ensures that money is correctly tracked in your accounts.

Additional Requests – Please check all that apply. If you do select these boxes, a SI Financial Assistant will be in contact with you for additional information or a meeting request.

Check-In Date:	
Check-Out Date:	

Hon. Flight	<input type="checkbox"/>
Rental Vehicle	<input type="checkbox"/>
Other	<input type="checkbox"/>

Honorarium(s): \_\_\_\_\_

Please list the **FULL LEGAL NAME** (as seen on government issued ID) of the person(s) you are requesting a room for. If you need multiple rooms, clearly label as shown: ROOM 1: Ms. Jane Middle Smith & Mr. James Middle Smith; ROOM 2: Sir Lord Majestic Fluffykins; ROOM 3: etc.

Hotel Rankings:	1.	2.	3.
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Please list your top 3 hotel choices by order of 1 – most preferred to 3 – least preferred. If you do not list any hotels, the UWM Kenilworth Square Apartments will be booked by default.

Flight Information – Please provide the following information for your honorarium(s).

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Spending Limit:	\$
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This is the overall funding cap not to be exceeded by Student Involvement – if you are unsure of how to help determine this number, you can contact a SI Financial Assistant to assist you at 414-229-5780 or [si-busoffice@uwm.edu](mailto:si-busoffice@uwm.edu).

File Upload: **ONLY** for students requesting lodging in the UWM Kenilworth Square Apartments. Please upload a current flyer for the event you are hosting stating the dates and honorarium name(s).

STUDENT SIGNATURE: \_\_\_\_\_

### STAFF USE ONLY:

Charges Posted	Uploaded to Sharepoint	CC Submitted/Confirmed	CC Uploaded to Sharepoint	sitavel