LE MOYNE

SPIRIT. INQUIRY. LEADERSHIP. JESUIT.

Office of Human Resources

Accommodation Request Form

***** Note: All Arrangements must be made through the Office of Human Resources*****

Candidate Name: _____

Mailing Address: _____

_____

_____

Email: _____ Phone: _____

Position Interviewing for: _____

Search Chair: _____ Ext: _____

Reservations made with BTI ☐ Transportation: ☐ Plane ☐ Car

BTI Notified of Authorization ☐ Authorized By: _____

Departure Airport: _____ Departure Date: _____

Departure Time: _____ Arrival Time: _____

Connecting Flight: _____

Departure Time: _____ Arrival Time: _____

Reservations made by candidate: _____ Itinerary Received: _____

Hotel Name: _____ Phone #: _____

Check-In Date: _____ Check-Out Date: _____

Confirmation #: _____ Departure Time: _____

Housing Area Tour: _____

☐ Contacted Agent to schedule tour with candidate

☐ Emailed/Mailed information about real estate

HR Use: ☐ emailed/mailed confirmation letter

☐ emailed/mailed itinerary

Print Form

Rev. 04/10