

SOP Hotel Authorization Forms

- Biology student informs the Business Office that they intend to pay for the hotel with a Hotel Authorization Form.
- Biology Student will be instructed by the Business Office to reach out to the Hotel to request their form (PDF) or online link to form.
 - If multiple UKY students are sharing a room only one form is needed. The Business Office can allocate the charges after the trip. Just make sure Business Office is aware ahead of time how the charges will be split.
 - If a student is sharing a room with a non-UKY student, double check with the hotel that payment can be split between the non-UK student's credit card and the UK student's hotel authorization form. This might not be an option, in which case talk with your PI about using their pro-card (assuming the PI is also at the meeting).
- Student provides form/link to the business office.
- The Business Office processes the form.
- The week prior to travel, students should check back in with the Business Office to make sure the pro-card associated with the Hotel Authorization Form is still active.
- If all steps are followed, there should be no issue with check-in at the hotel. However, make sure to have a backup plan just in case something goes wrong:
 - If your PI is traveling with you and has a Pro-Card, they can charge the hotel to their Pro-Card.
 - If your PI's Pro-Card is not an option, make sure someone (your PI, Jacquie Burke, Joe Wiley, Dr. Santollo) is aware of the approximate time of your check-in and will be reachable* in case there is a problem. We can work remotely with the hotel to get you checked in but if it is a weekend or afterhours, we need a heads up to be checking our email/phone.

*If your backup is Jacquie Burke, send her a text to ensure she sees the message.