

Housing Request Form

Housing request must be submitted to Housing Office after site access and travel authorization (only for Fermilab supported housing requests) approvals have been received and 14 days prior to anticipated arrival/check in date.

Section I

(To be filled out by User, Intern, or Affiliate)

Note: This form must be sent to Housing Office by Budget and Reporting (B&R) Owner. If self-paid this form can be sent to housing@fnal.gov after Section I is completed.

First Name: Family/Last Name:
Fermilab ID#: Cell Phone Number:
Email Address: Home Institution:
Experiment: FRA Point of Contact (POC):
Expected Arrival date: Expected Departure date:

User Affiliate Intern

Site Access Completed and Approved: Yes No

Users, Affiliates, and non-FRA paid interns require [site access](#) approval before requesting onsite housing. Please review Global Services Website (<https://get-connected.fnal.gov/accessandbadging/access/>) for detailed instructions. FRA paid interns will need to provide Fermilab Offer letter that states employment dates.

Travel Authorization Approved (If charging Fermilab B&R): Yes No

Will you have immediate family members accompany you: Yes No

If yes who will accompany you (Name and Relationship):

Preferred Unit type: Dorm Room Apartment House

Special Accommodations:

Payment Type:

Credit Card, Debit Card or Check (if paying by credit, debit, or check, Section II and III are not required. Submit form to housing office at housing@fnal.gov directly)

Project/Task

Project Task Code Number

Travel Code Number:

(If you don't know project/task/travel code information please send form to your FRA Point of Contact (POC) for completion of Section II and Section III)

Section II

(To be filled out by FRA POC or B&R owner if DOE funds will be used for onsite housing)

Dir/Div/Proj:

FRA Person Authorizing Travel Code Usage:

(Person authorized to approve charge to the travel code).

Agreement or contract name (e.g., CRADA, Work Authorization from the DOE Program, International Agreement with explicit provisions to provide travel/housing support, other approved contractual agreement):

Section III

(To be filled out and approved by B&R Owner if DOE funds will be used for onsite housing)

Does contractual agreement include housing:

Yes

No

Confirm Project Task Code:

Confirm Travel Code:

B&R Owner confirms above Project/Travel Code is chargeable for onsite housing for the duration of the approved stay.

Print Name

Approval/Signature

Date:

Please submit completed form to housing@fnal.gov