

Housing Request Form

Housing Request Form must be submitted to the Housing Office after site access (and travel authorization, if using a Fermilab supported Travel Code) approvals have been received and at least 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 DOE funds will be used. 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:

Fermilab Point of Contact (POC):

Expected Arrival date:

Expected Departure date:

☐ User ☐ Affiliate ☐ Intern

Site Access Completed and Approved: ☐ Yes ☐ No

Approved on-site access approval is required before requesting onsite housing. Please review [Global Services Website](#) for detailed instructions.

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 Fermilab Point of Contact (POC) for completion of Section II and Section III)

Section II

(To be filled out by Fermilab POC or B&R owner ONLY if DOE funds, via Project/Task or Travel code, will be used for onsite housing)

Dir/Div/Proj:

Fermilab 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) **THIS SECTION MUST BE COMPLETED IF USING A FERMILAB FUNDED CODE:**

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