Lodging Arrangements With University Housing
Traveler Information Worksheet

Policy and procedure regarding charging the cost of University housing (Residence Halls and University Apartments) are provided in Section 46 of the Manual of Business Procedures. Typically, this worksheet is used to document the housing expense of a non-University individual who is in travel status. It is not appropriate to pay the cost of University housing for either enrolled students or University employees.

Please answer all of the following questions:

1) Name of traveler: _____

2) Time period of rental: _____

3) Traveler's business affiliation: _____

4) Traveler status (check only one):

- ☐ Consultant
- ☐ Research Collaborator
- ☐ Visiting Researcher/Lecturer
- ☐ Non-enrolled fellowship recipient
- ☐ MSU Student or Graduate Student

5) Is the individual being compensated by MSU? (☐ Yes ☐ No)
please note that University accounts CANNOT be charged in the individual is on MSU payroll)

6) Business purpose for incurring expense:

7) Citizenship status (U.S. Citizen/Non-Resident Alien). (☐ U.S. ☐ N.R.A.)

8) If not a U.S. citizen, please provide:
Visa Type (e.g. F1, J1) _____
Country of Citizenship _____

(Please note that University accounts CANNOT be charged for visa type B2 unless the guest and his/her host department have completed MSU form "Certification for International Visitors Entering the U.S. With B1/WB1 or B2/WB2 Visa status" - see Manual of Business Procedures Section 77, Exhibit 77-D).

This form must be completed and attached to the Internal Billing e-doc.