TEMPLE UNIVERSITY

Hotel Policy Exception Approval

Print or Type Information

Hotel Name: _____ Today's Date: _____

Guest Name: _____ Dates of Hotel Stay: _____

Department: _____ Department Phone #: _____ Department Fax #: _____

Contact Person: _____ Department Contact Person's Phone #: _____

Justification for Exception Request: _____

_____

In Philadelphia, employees and business guests of the University are required to use the official Temple University hotel, The Conwell Inn. For reservations, call (215) 235-6200. This exception form ***must be completed*** when requesting exception for any hotel other than The Conwell Inn. If there is no availability at The Conwell Inn or an exception is granted, then the recommended list of alternate hotels in the policy should be used.
NOTE: For additional information, refer to the Hotel Policy at http://www.temple.edu/controller.

Fax this form to (215) 204-7193:
Michael Scales, Associate Vice President or
Kathleen Paul, Administrative Coordinator
Office of Associate Vice President for Business Services

Check One: ☐ Guest ☐ Employee ☐ Student

Authorized Budget Unit Approval: _____ _____ Date: _____
Print Name Signature

ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:

☐ Approved ☐ Denied/Reason _____

_____

Michael Scales _____ Date: _____ Office Phone #: (215) 204-5144
Print Name Signature

Revised 01/22/2016