

REQUEST FOR APPROVAL – THE COOK HOTEL & CONFERENCE CENTER
LODGING – CONFERENCE ROOM RENTAL (To be invoiced to LSU)

AS540

Request Date _____

- Check all that apply: Lodging – Complete section A; attach a copy of the approved Spend Authorization ECM and hotel confirmation.
 Conference Room Rental – Complete section B; attach a copy of the Lod Cook contract.

- 1 Hosting Individual or Group
2 Department

	Contact						
4	Phone		Fax		E-mail		
5	Event Name				Event Date(s)		
6	Program	Project	Gift	Grant	Additional Worktags	PO#	SPA Approval
7	Event's Purpose/Benefit to LSU						
SECTION A – GUEST LODGING							
8	Visitor						
9	Room Type	<input type="checkbox"/> Deluxe Room			<input type="checkbox"/> 1-Bedroom Suite		
10	Check-in Date			Check-out Date			
11	# Nights		Daily Rate		Total Amount		Spend Category
SECTION B – CONFERENCE ROOM RENTAL							
12	Conference/Workshop						
13	Event Start Date			Event End Date			Audio/Video Amount
14	# Days		Daily Rate		Total Amount		Spend Category
APPROVALS		Signature			Title		Date
Requesting Department							
Dean/Director or Dept Head/Chair							
Accounting Services							