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MULTIPLE OCCUPANCY FORM

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Lodging Compliance - Multiple Occupancy Form & FAQ

Multiple Occupancy Form

All individuals (students, employees, affiliates) participating in university sponsored travel, or in other activities involving university sponsored shared living, must complete this form. This also applies to Group Travel cases - one form per traveler is required.

The traveler, or the appropriate department contact, must upload a completed and signed form(s) to the corresponding travel case. 'Wet signatures' are required. The university will retain forms for a minimum of seven (7) years.

If you have any questions, please email titleix@nau.edu.

Frequently Asked Questions (FAQ):

What if I am traveling with a family member that will stay with me in my hotel room (NAU is paying for the room)?

If you are the only NAU sponsored traveler staying in the room, then no form is necessary. If your partner or spouse is a NAU student, employee, or affiliate – you both need to complete the form and upload to your respective travel cases.

What if I stay with a colleague from another institution or organization?

If more than one of the travelers is an NAU student, employee, or affiliate then each must complete a Multiple Occupancy Form.

Example: Three colleagues are sharing a hotel room at a conference. Two are NAU employees and one is an ASU employee - only the two NAU employees must complete the form. However, if NAU is paying for the ASU employee's travel, all three travelers will need to complete and submit the form.

What if I stay with other NAU students, employees, or affiliates at an AirBnB or VRBO vacation rental but we don't share rooms, do we still need to complete the form?

Yes, this is still considered "shared living." Each traveler must complete a form and upload to the individual or group travel case.

What if we are conducting field research and camping out, do we need to complete the form?

Yes, if this involves any shared living spaces (e.g., sleeping in a shared tent, sharing a cabin).

I am responsible for a Group Travel. Can I upload all forms as one .PDF document or do they have to be uploaded individually?

Our preference is that you upload all completed and signed forms as one .PDF into the Group Travel case.

What if I am staying in a room with an individual that identifies as the same gender as me, do we still need to complete the form?

If you are both NAU sponsored travelers, yes, you both must complete the form and upload to your respective travel cases.

What if my lodging plans changed *after* I left for my trip and ended up staying with another NAU sponsored traveler in their paid lodging?

If you meet the requirements making form completion necessary, complete the form, link at top of page, and upload it to your travel case. The other traveler will also need to complete a form and upload it to their travel case.

What if I lodge at an NAU colleague's personal residence and there is no payment for lodging?

Yes, a Multiple Occupancy Form, link at the top of this page, is required whether or not lodging is paid.

Additional resources can be found at the Office for the Resolution of Sexual Misconduct (ORSM): Title IX Institutional Compliance webpages.

NOTE: *The above has been reviewed and approved for posting by the Office for the Resolution of Sexual Misconduct (ORSM) - 04.23.2024.*

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