



Request for Lodging in Excess of State Rates

Traveler's Name	Travel Authorization	
Destination		
Rate Lookup: CONUS (Contiguous U.S.) OCONUS (Alaska, Hawaii, U.S. Territories/Possessions) International (Other than Contiguous U.S., Alaska, Hawaii, U.S. Territories/Possessions)		
Enter Lodging Rate per Night: _____	Number of nights: _____ Total: _____	
(Note: CONUS and OCONUS does not include applicable taxes. International rate includes all applicable taxes).		
_____ + applicable taxes Actual Cost Per Night	_____ + applicable taxes Total Actual Cost	
_____	_____	
Total Nightly Difference	Total Actual Difference	
Name of Approver*	Signature of Approver	Date

*Must be Chancellor, EVC/Provost, Vice Provost, or designee, or Dean, Chairperson, or unit/project director.

This request must have attached a copy of conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the state rates. **If the conference is not held at or in connection with the lodging establishment, the requested amount will not be paid.** Submission of this request does not imply or guarantee the requested difference will be approved by Payables. If the requested amount is not paid, non-state funds may be required for the difference.

Procurement

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