



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 <small style="display: block; text-align: center;">Actual Cost Per Night</small>	_____ + applicable taxes <small style="display: block; text-align: center;">Total Actual Cost</small>	
_____ <small style="display: block; text-align: center;">Total Nightly Difference</small>	_____ <small style="display: block; text-align: center;">Total Actual Difference</small>	
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

1246 West Campus Road | Lawrence, KS 66045-7505 | (785)864-3790 | Fax (785)864-5267 | www.procurement.ku.edu