



NON-HOTEL LODGING AUTHORIZATION REQUEST

APPROVAL FOR LODGING IN A THIRD PARTY ESTABLISHMENT/APARTMENT BUILDING

It is required that Travel Services authorize any request for Lodging in a Third Party Establishment **PRIOR** to your trip. For reference, please see "Third Party Lodging" in the Finance Policies Procedures Manual. The following information is needed by Travel Services to make a determination of whether to approve the lodging reimbursement.

Traveler Name _____ Traveler Phone: _____

Dates: _____ Number of Nights: _____

Purpose of Trip _____

Requesting Department Name: _____ Requesting Department Number: _____

Department Contact Name: _____ Department Contact Phone: _____

Please indicate source of funds:

<input type="checkbox"/> General Account (State Appropriation) <input type="checkbox"/> Auxiliary Account <input type="checkbox"/> Federal/State/Private Contract or Grant		Please indicate account number if known _____
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Are funds available for reimbursement? Yes No

Is it a savings to rent the house/apartment rather than a hotel room? (Please show calculation and identify ALL state employees considered in calculation.) *Multiply the per night cost (including the state/local tax) of the house/apartment by the number of nights and compare to the in-state hotel or out-of-state hotel rate multiplied by the number of nights. Don't forget to also multiply by the number of state employees on the trip that would be staying in the house/apartment, since this is what may make the house/apartment cheaper than the hotel costs. If the cost of the house/apartment is lower, then it is a savings to the state.*

Documentation

- In order to obtain authorization, complete this form and provide all details regarding the arrangement, including the amount to be charge, the length of stay, and contract information.
- Please provide the following to receive reimbursement for the trip: Copy of lease / rental agreement showing the amount to be paid. If the trip has already occurred, provide a copy of the lease/rental agreement and receipt for the house/apartment lodging. If the trip has not yet occurred, keep the forthcoming receipt on file with the trip reimbursement.

Fax to Travel Services at 962-2356 or email to travel_team@unc.edu.