



SOUTHERN UNIVERSITY SYSTEM

LODGING APPROVAL REQUEST

Approval is required for lodging exceeding the allowable GSA rate up to 50% by the agency head, per the authority granted by the State Office of Travel-PPM49 guidelines. Lodging exceeding 50% or more of the allowable GSA rate requires approval by the Commissioner of the Division of Administration.

DATE: _____ NAME OF TRAVELER: _____

REIMBURSEMENT AMOUNT: \$ _____ STATE LODGING ALLOWABLE RATE: \$ _____

DURATION: _____ DESTINATION(S): _____

PURPOSE:

JUSTIFICATION:

Please explain and attach all documents from hotels showing attempts were made. Justification must be maintained in the file to show that attempts were made with the conference hotel(s) and/or hotels in the area to receive the state/best rate before travel. Attach additional pages if needed.

REQUESTED BY:	_____	_____
	TRAVELER	DATE
APPROVED BY:	_____	_____
	DEPARTMENT HEAD/SUPERVISOR	DATE

FOR OFFICE USE ONLY

APPROVED BY:	_____	_____
	VICE CHANCELLOR / VICE PRESIDENT OF FINANCE	DATE
<input type="checkbox"/> APPROVED	_____	_____
<input type="checkbox"/> DISAPPROVED	CHANCELLOR / PRESIDENT	DATE