



1501.6.1f - 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:

- General Account (State Appropriation) | Business Unit: UNCCH Fund: _____
- Auxiliary Account | Source: _____ Account: _____
- Federal/State/Private Contract or Grant | Dept. ID: _____

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.) Attach documentation proving that the non-hotel lodging request is less expensive than hotel lodging. Include the number of state employees who will be staying in the house/apartment in your justification. Attach two comparable hotel quotes to your justification.

Documentation

- In order to obtain authorization, complete this form and provide all details regarding the arrangement, including the amount to be charged, the length of stay, and contract information. Attach two comparable hotel quotes.
- 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 919-962-2356 or email to travel_team@unc.edu.