



PRE-APPROVAL

Third party lodging is **not allowed** unless approved by the Supervisor/Fund Manager and Controller **in advance** of the travel. Requests for third party lodging must provide evidence of savings to the University. Travelers must provide details regarding arrangement, including 1) amount to be charged, 2) length of stay, 3) leasing information. **A signed rental agreement must be presented to be considered for reimbursement** (Section 5.2.4 Third Party Lodging, State Budget Manual).

Contact's Name	Contact's Email	Business Purpose of Travel
<input type="text"/>	<input type="text"/>	<input type="text"/>

Traveler's Name (s)	# of Occupants	Destination of Business Travel
<input type="text"/>	<input type="text"/>	<input type="text"/>

# of Nights**	<input type="text"/>	**Requests cannot be submitted for more than 365 nights.
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*Attach list of additional traveler's names if needed.

Dates of Travel	If this is for non-employee travel, including students, explain the benefit to University.
<input type="text"/> to <input type="text"/>	<input type="text"/>

Amounts to be Reimbursed¹	³To calculate the Estimated Daily Rate, use the following formula: Total lodging amount ÷ (# of occupants x # of nights)
<input type="text"/>	

Fund to Charge	Rental Agreement Attached <input type="checkbox"/>
<input type="text"/>	<p>¹ If the agreement calls for payment to a foreign currency, do not convert to USD. List the cost as stated on the lease (i.e. CZK 8,800). Approval will be determined based on exchange rate at the time of approval. If total amount charged does not match the lease, please provide an explanation.</p> <p>² State Rates: In-State \$89.10 Out-of-State \$105.20</p> <p>³ If the unit is shared by several individuals, split cost evenly (or pro-rate if lengths of stay vary).</p>

- Does the daily rate exceed the State approved daily rate?²
 NO --> Please submit this form along with a copy of the lease agreement.
 YES --> Go to question 2.
- Does the daily rate exceed standard mid-range hotel rates in the area?
 NO --> Please submit this form along with a copy of the lease hotels in the vicinity of the travel destination.
 YES --> Go to question 3.
- Since your request does not show a cost savings, what extenuating circumstances support the request?

Attestation by Lessee

By signing below, I attest that I, nor any member of my family, do not own or have interest in the requested lodging. For the purpose of this attestation, family includes brothers, sisters (whole or half-blood), spouse, ancestors and lineal descendants, a family member of the employee's brother, sister (whole or half-blood), spouse, ancestor or lineal descendant. A third-party lodging lease agreement with other entities in which an employee or a family has an interest is also prohibited.

Lessee Signature

Date

Supervisor/Fund Manager Signature

Date

Controller/Controller's Designee Signature

Date

Questions? Contact Travel at: wssutavel@wssu.edu