

REQUEST FOR ACTUAL CONFERENCE LODGING

INSTRUCTIONS

1. Complete the requested information below.
2. The Division of Financial Services must be provided with conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the applicable lodging expense limitation. The materials must also indicate the rates for lodging.
3. Submit the original form to the Division of Financial Services prior to travel.
4. Attach the approved original copy of the request to the payment voucher submitted for payment for lodging

Return Form to:
Name: _____
Dept: _____
Bldg: _____

(Please Type or Print)

Agency Name: _____

Agency No: _____

Employee Name(s): _____

Name of Conference: _____

Location of Conference: _____

Dates of Conference: _____

Conference Daily Rate of Lodging: _____

DEPARTMENTAL APPROVAL

Department Head Date

AGENCY APPROVAL:

I certify that I have reviewed the conference materials and verified that the lodging establishment rates exceed the allowable limitations.

Agency Head Date