

INSTRUCTIONS FOR SUBMITTING NON-HOTEL LODGING REQUEST

1. Please submit this form to Linda in Greenlaw 203, via the front desk, **PRIOR** to your trip. She will complete department and payment information and contact Travel Services for approval.
2. Provide a copy of **your rental contract or agreement** (Airbnb receipt, etc.) showing amount to be paid, and a note indicating the **source of funds** to be used to pay for the trip.
3. Printout or screengrab of “comparison site” search – Hotels.com or Expedia page showing hotel costs for the location you’re traveling to at the time you’ll be there.
4. Complete the following sections of the Non-Hotel Lodging Request Form:
 - a. Traveler Name
 - b. Traveler Phone
 - c. Dates
 - d. Number of Nights
 - e. Purpose of Trip
 - f. Large text box that asks, “Is it a savings to rent the house/apartment rather than a hotel room?”
5. *Email Robin or Linda beforehand if you have any questions! Thanks -*



1305.1.1f - 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:

<input type="checkbox"/> General Account (State Appropriation)	Business Unit: _____ Fund: _____
<input type="checkbox"/> Auxiliary Account	Source: _____ Account: _____
<input type="checkbox"/> 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.) *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 919-962-2356 or email to travel_team@unc.edu.