



# 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:**

<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.)** 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](mailto:travel_team@unc.edu).**