Dear Interim Provost Nelson,

I will be travelling on University business (conference attendance, meeting, training, etc.) on (date) __________________________.

The hotel in which I must stay (name of hotel) __________________________ has a daily rate of (rate) __________________________, which exceeds the lodging reimbursement rate of $275 per night, as set by the California State University Chancellor’s Office.

The reason I must stay in this hotel is:

________________________________________
________________________________________
________________________________________

I understand that I must have pre-approval to be reimbursed for any amount in excess of $275 per night, and that I should also use the form entitled “Hotel/Motel Transient Occupancy Tax Waiver” so that I am not paying state taxes while travelling on state business (tax waiver applies to California travel only).

Thank you for the consideration of this request.

________________________________________
(Name of Traveler) (Signature) (Date)

________________________________________
Dept. Chair Signature (Date)

________________________________________
Dean Signature: (Date)

APPROVAL:

________________________________________
Carolyn Nelson, Interim Provost (Date)