Dear Provost Inch,

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:

____________________________________________________________
Edward S. Inch, Provost  (Date)

CN/LSD:jat
10/06/16