

CALIFORNIA STATE UNIVERSITY, EAST BAY
HOTEL EXCEEDS \$275 PER NIGHT
FORM FOR REQUIRED PRE-APPROVAL

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)
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Dept. Chair Signature	(Date)
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Dean Signature:	(Date)
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APPROVAL:

Edward S. Inch, Provost	(Date)
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