

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

Dear Provost,

I will be traveling on university business (conference attendance, meeting, training, etc.) on _____.

The hotel in which I must stay, _____, has a daily rate of \$_____

(excluding taxes and fees). This rate 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 traveling on state business (tax waiver applies to California travel only).

Thank you for your consideration of this request.

Name of Traveler	Signature	Date
------------------	-----------	------

Dept. Chair Name	Signature	Date
------------------	-----------	------

College Dean Name	Signature	Date
-------------------	-----------	------

Provost Name, Approver	Signature	Date
------------------------	-----------	------