



Non-Hotel Lodging Authorization Request Form 1501.6.1f

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 [1501.6 - Procedure on Lodging Accommodations Policy](#). The following information is need by Travel Services to make a determination of whether to approve the lodging reimbursement. Please email the completed form and supporting documentation to Travel Services at travel_team@unc.edu.

Traveler Name: _____ Traveler Phone: _____

Dates of Travel: From: _____ To: _____ Number of Nights : _____

Purpose of Travel:

Requesting Department Name: _____

Requesting Department Number:

Department Contact Name: _____

Department Contact Phone: _____

Please indicate source of funds: _____

Chartfield String: _____ - _____ - _____ - _____ - _____ - _____ - _____
Business Unit Fund Source Department Program Cost Code 1 Cost Code 2 Cost Code 3

Are funds available for reimbursement? _____

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 stat 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.