Lodging Reimbursement Policy

University travelers are expected to select reasonably priced lodging accommodations when on official business and will be requested to justify charges that appear to be excessive.

All claims for lodging reimbursement must be supported by original receipts that show:

- The name of the hotel
- The number of occupants
- The goods or services for which each individual charge is made (room rental, food, tax, etc.)

No reimbursement will be made for unauthorized lodgers who occupy the quarters of an authorized traveler. The authorized traveler must note and claim only the single rate. For example, if a spouse accompanies an authorized traveler, the amount of the single occupancy rate should be noted on the receipt and the claim for reimbursement should be made for only that portion of the rental charge. The names of all authorized travelers should be noted on the receipt or Employee Expense Voucher. If one traveler pays the entire lodging, then both traveler's employee expense vouchers must be submitted together, as the State requires these to be cross-referenced.