



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Travel
Issue/Revision Date: 12/01/2017

Lodging

Policy:

Lodging accommodations are to be arranged and paid for by the traveler and shall be in reasonable relationship to the average cost for the cities where the expenses are incurred. Expenses incurred for lodging must be supported by an itemized receipt showing a zero-balance indicating the bill has been paid. Because this is not normally shown by most hotels on receipts, the travelers must request this upon checking out. Photocopies of hotel receipts are not acceptable.

Reimbursement will not be made for lodging in a private home. The employee must complete and submit an In-House Certification Form if seeking reimbursement for meals.

If more than one employee shares a hotel/ motel room, each employee may report a pro-rate share of the costs on his or her travel reimbursement request. The receipts should contain the names of all people sharing the hotel/ motel room. An employee on travel status, who is accompanied by a non-employee, shall claim reimbursement at the single hotel/ motel room rate only. Travelers are expected to secure the most economical rate from the hotel.

Lodging other than hotels/motels such as apartments, dormitories, etc. may be used when they result in a lower cost. An itemized receipt is still required (i.e., itemized daily room charges, applicable taxes, phone charges, etc.)