

REQUEST FOR ACTUAL CONFERENCE LODGING

INSTRUCTIONS

1. Complete the requested information below.
2. Submit the original form and one photocopy to the Director of Accounts and Reports prior to travel.
3. Attach the approved original copy of the request to the payment voucher submitted for payment for lodging.

(Please Type or Print)

Agency Name: _____

Agency No: _____

Employee Name(s): _____

Name of Conference: _____

Location of Conference: _____

Dates of Conference: _____

Conference Daily Rate of Lodging: _____

DIRECTOR OF ACCOUNTS & REPORTS APPROVAL

Director of Accounts & Reports

Date

AGENCY APPROVAL:

I certify that I have reviewed the conference materials and verified that the lodging establishment rates exceed the allowable limitations.

Agency Head

Date
