Lodging - Travel

Summary/Purpose: Handling of lodging expenses when in travel status.

All expenses must be necessary and reasonable. Government rates must always be used if it is the lowest rate available. The rate must be confirmed at the time the reservations are made and again at check-in.

All hotel or motel expenses must be documented with a paid itemized original bill. An itemized paid receipt is required for lodging booked through the Internet. Express Checkout receipts that do not provide an itemized hotel bill are not acceptable documentation for reimbursement.

Staying with a relative or friend should be footnoted on the travel reimbursement voucher explaining the absence of a hotel/motel receipt.

Lodging at other than hotels or motels (apartments, dormitories, etc.) may be used when they result in a lower cost. Payment to an individual for staying in a private home is not allowed.

Lodging Shared With a Family Member
An employee in travel status, if accompanied by someone who is not an employee of the University on official business (spouse, children, etc.), is entitled to reimbursement at the single room rate. The desk clerk should write the single room rate on the paid bill and sign it; otherwise, the travel clerk will reimburse one-half of the cost of the room.

Lodging Share With Another State Employee
If a state employee shares a room with another state employee, they should request from the hotel separate invoices at the time they register. If the hotel is not willing to accommodate with separate invoices, then each should pay their portion of the bill and claim only that amount on their reimbursement. Each employee should reference the other employee on their reimbursement and place a copy of the original invoice with the reimbursement voucher.

Out-Of-State Lodging
Interstate discounted lodging is frequently available through government rate programs. Often times, major chains will honor these rates. When traveling out of state on official business always request the government rate. The employee’s University I.D. card is verification of employment.