Prior approval is required for lodging expenses that fall outside the University guidelines and for vacation rentals for a group. Travelers should obtain approval before the lodging is reserved and the travel has begun. The preferred method for obtaining prior approval is in creating a Pre-Approval in Chrome River; otherwise, this form may be used and attached to the expense report when lodging expenses are submitted for approval.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name:** |  | | | **Date:** |  |
| **Email:** |  | | | **Phone:** |  |
| **Travel Destination:** |  | | | | |
| **Travel Dates:** |  | **to** |  | | |

|  |
| --- |
| **Reason for Exception** |
|  |

**Requesting approval for:**

Lodging rate over 150%

|  |  |  |  |
| --- | --- | --- | --- |
| **Total expected lodging expenses (excluding taxes and fees):** | | | **$** |
|  | | | |
| **Allowable Nightly Rate** | **# of Nights** | **Total Allowable** | |
|  |  |  | |

Use of vacation rental (for example, Airbnb or VRBO)

|  |  |  |  |
| --- | --- | --- | --- |
| **Traditional Lodging Estimated Cost** | | | |
| **Allowable Nightly Rate** | **# of Nights** | **# of Travelers** | **Total Allowable** |
|  |  |  |  |
|  | | | |
| **Total Cost of Vacation Rental** | | | |
| **Nightly Rate** | **# of Nights** | **Taxes & Fees** | **Total** |
|  |  |  |  |

|  |
| --- |
| **Approver Comments** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Signature:** |  | **Date:** |  |