



### Request for Finance Office Approval

Please Print or Type

Section I		Employee Information	
First Name	MI	Last Name	Title/Department
Departure Date	Return Date	Reason for Request	
Approved Lodging Establishment – Name and Address			
Allowed Lodging Rate for Location		Approved Lodging Rate	

Section II		Lodging Information	
Provide Names/Addresses and Rates from Three (3) establishments contacted.			
1) Hotel/Motel Name	Address	Amount Quoted	Contact Person
2) Hotel/Motel Name	Address	Amount Quoted	Contact Person
3) Hotel/Motel Name	Address	Amount Quoted	Contact Person

Section III		Finance Officer Information	
First Name	Last Name	Finance Office Title	Date Approved

Print Finance Officer Name	Signature of Finance Officer	Date
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Please type or print your information on each line:

**Section I – Employee Information**

- 1) Name – Name of Traveler (First, M, Last)
- 2) Title/Department – Traveler’s title and agency
- 3) Departure Date – Date trip began
- 4) Return Date – Date trip ended
- 5) Reason for Request – why was GSA rate for lodging not obtained
- 6) Approved Lodging Establishment – Name/address where traveler lodged
- 7) Allowed Lodging Rate for Location – Rate listed on General Service Administration (GSA) website
- 8) Approved Lodging Rate – Rate approved by your Finance Officer

**Section II – Lodging Information**

- 1) Name/address/amount quoted and name of hotel contact person for all three locations contacted.

Approval to be given to the lowest of the three quotes obtained.

**Section III – Finance Officer Information**

- 1) Name, Finance Officer Title and date over the rate request was approved
  - 2) Print name/signature of Finance Officer and date.
- All attempts should be made to secure lodging at or below the allowable rate.
  - The traveler must select and the Finance Officer must approve the lodging that has the lowest rate quoted.
  - Lodging is to be booked by contacting the hotel or through the Statewide Contracted Travel Agent.
  - Over the Rate lodging request to be filed with the Agency Finance Office prior to travel.
  - If the Statewide Contracted Travel Agent is used, attach confirming email from the travel agent to expense report.

**Please do not mail this form to the BSC. This form must be attached to the expense report in SFS.**