

The University of Montana Western

Business Services ~ 710 S Atlantic ~ Dillon MT 59725 Phone: (406) 683-7101 FAX: (406) 683-7493

Request for Reimbursement of Actual Lodging Costs In-State/Out-of-State

Important Note: Print Form. Complete. Obtain Signatures & Route to Business Services.

Employee Student

Today's Date: _____ Departure Date: _____ Return Date: _____

Dept/Contact (Name & Phone): _____

Name: _____ Banner ID/SSN: _____

Address: _____

City: _____ State: _____ Zip: _____

Destination/Business Purpose: _____

In State (Check one):

- Lodging Costs are temporarily unavailable, due to seasonal demand or to special functions.
- Emergency travel arrangements precluded being able to find accommodations at state rates.
- Remote locations with limited accommodations within a 15-mile radius preclude obtaining accommodations at the state rate.

Rate to be approved:

Out-of-State (Check one):

- Government rates were requested and were not available at the hotel where the employee is staying.
- Government rates are not available at another hotel within a reasonable distance from the convention hotel.
- Emergency or last minute travel arrangements preclude finding accommodations within the federal guidelines.

Rate to be approved:

- Reimbursement at actual cost is within the appropriation level authorized by the University of Montana.

Employee Signature: _____

Date: _____

Supervisor/Advisor/PI: _____

Date: _____

Dean/Director/VP: _____

Date: _____