

REQUEST FOR ACTUAL CONFERENCE LODGING

INSTRUCTIONS

- 1. Complete the requested information below.
- 2. The Division of Financial Services must be provided with conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the applicable lodging expense limitation. The materials must also indicate the rates for lodging.
- 3. Submit the original form to the Division of Financial Services prior to travel.
- 4. Attach the approved original copy of the request to the payment voucher submitted for payment for lodging

Return Form to:

Name: _____

Dept: _____

Bldg: _____

(Please Type or Print)

Agency Name: Kansas State University Agency No: 36700

Employee Name(s): _____

Name of Conference and Venue: _____

Location of Conference (City, State, Lodging establishment): _____

Dates of Conference: _____

Conference Daily Rate of Lodging (attach substantiation showing rate): _____

DEPARTMENTAL APPROVAL

Department Head 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