UNC CHARLOTTE THIRD PARTY LODGING AUTHORIZATION REQUEST

Prior-approval for lodging in a 3rd party establishment/apartment building

UNC Charlotte is required to apply the North Carolina Budget Manual, which is maintained by the Office of State Budget and Management (OSBM), to all state-funded travel expenditures. Authorization is required for any request to stay in a 3rd party establishment no less than two weeks PRIOR to the travel dates. Reference OSBM Budget Manual §5.1.6 Reimbursement for Lodging and §5.1.8 Third Party Lodging. The following information is needed to determine lodging reimbursement approval.

I. Header		
Traveler's Name	UNC Charlotte ID #	Traveler's Email
Requesting College/Department	Contact Name	Contact's Email
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Departure Date

Return Date

Business Purpose for Travel

No Will other UNC Charlotte travelers be staying in the 3rd party lodging with no additional costs (e.g., faculty, students)?

Additional Travelers' Names	Additional Travelers' Names	Additional Travelers' Names

II. Third Party Lodging Information

3rd Party Street Address 3rd Party City/State/Zip						
Cost Per Night						
(all travelers)		Total # of Nights	Total Est. Lodging Cost	Α	dditional Fees	Total Estimated 3rd Party Lodging Cost
			\$0			\$0
No	Is the rental agreement with a family member?					
	Is the 3rd party lodging quote attached (i.e., screenshot of desired location from web site like Airbnb.com)?					

III. Cost Comparison

NOTE: Three cost comparisons must be provided

	Are three cost comparisons from either 3 or 4-star hotels (e.g., Hotels.com, Expedia) located close to the conference or
103	business site attached?

	Cost Per Night Per Traveler	Additional Fees Per Traveler	Number of Nights for Each Traveler	Total Cost Per Traveler	Total Number of Travelers	Total Cost	Does 3rd Party Lodging Generate Cost Savings?
Hotel 1			0	\$0		\$0	
Hotel 2			0	\$0		\$0	
Hotel 3			0	\$0		\$0	

Third Party Lodging (from Section II above) for all travelers \$0

IV	luet	ifics	ation

If the cost comparison above shows that the 3rd party lodging does not provide a cost savings to the State and you would still like to stay there, please provide your justification in the box below for consideration.

V. Authorization: E-mail this request and supporting documentation to the Travel and Complex Payments Supervisor, Julie Hughes at jrhughes@uncc.edu.