

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Travel Policy FO-TR-30
Request to Increase Lodging Rate Form

The form may be reproduced and used after June 25, 1996. Section 3.05(C) of the *State of Texas Travel Allowance Guide* reflects the contents and use of this form. It states, in pertinent parts: The comptroller will approve the request only if: · the request gives evidence that approval will decrease the total cost of travel to the state; or · the agency states that it has confirmed with a travel agent that no safe lodging is available for less than or equal to the maximum lodging reimbursement rate for the duty point. The form must be completely filled out and must include the traveler(s) signature(s) and the agency approval signature. If a higher lodging rate is approved, then the form must be attached to the travel voucher. The request must be received by the Comptroller's office not later than the 10th working day before travel begins. Note that ***Date form mailed*** is a specific requirement on the new form.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07
Next review: 11-01-08