[redacted]

CALIFORNIA STATE UNIVERSITY, EAST BAY
HOTEL EXCEEDS $275 PER NIGHT
FORM FOR REQUIRED PRE-APPROVAL

Dear Provost,

I will be W U D Y H O L Q J on University business (conference attendance, meeting, training, etc.) on _____. The hotel in which I must stay, _____ s a daily rate of $_____ (excluding taxes and fees). This rate exceeds the lodging reimbursement rate of $275 per night, as set by the California State Un L Y H U V L W \ R U 2 \ N D L Q F H H O O

The reason I must stay in this hotel is:

_____

_____

_____

I understand that I must have pre-approval to be reimbursed for any amount in excess of

S H U Q L W K, D W K R Q G W K R U R Q X W L H W O H G ³ + R W H O 0 R W H O 7 U

Occupancy 7 D [: D L Y H U ´ \ Q R S W K L Q W ´ V R W D W H O L Q J taxes while W U D Y H O L Q J on state business (tax waiver applies to California travel only).

Thank you for \ R X U consideration of this request.

_____

Name of Traveler Signature Date

_____

Dept. Chair Name Signature Date

_____

College Dean Name Signature Date

_____

Provost Name, Approver Signature Date

Form updated 09/21/2021