

# 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: \_\_\_\_\_

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**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:

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**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:

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- 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: \_\_\_\_\_