

## Lodging

Prior approval by the agency head or their designee must be obtained to qualify for reimbursement for overnight stays.

Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 35 miles, calculated from the employee's home or duty station, whichever is less, to the final travel destination. "Duty station" is defined as the location where the employee is assigned. The designation of an employee's home as the duty station requires the approval of the agency head.

Each employee is responsible for his or her own request for reimbursement. Specific dates of lodging must be listed on the reimbursement request, which shall be substantiated by a receipt from a commercial lodging establishment.

To be reimbursed for lodging, please provide an itemized hotel check-out receipt with room charge, occupancy taxes, and fees. This receipt MUST have the person who is asking for reimbursements name on it. Lodging over 200% will require approval from the Vice-Chancellor. **No housekeeping tips, food/restaurant charges, vending charges or laundry/dry cleaning service will be reimbursed. Please note if employees are splitting the cost of the room, whoever's name is on the lodging receipt will be the one who gets the reimbursement. It will be up to that employee to reimburse others whose room was shared with not the travel office or its administration.**

## Excess Lodging

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the agency head or their designee.

Excess lodging is allowed for the following reasons:

- Employee is in a high-cost area and the current allowance is insufficient to secure lodging,
- Cost of the excess lodging is less than the cost of lower-cost lodging plus transportation costs, or
- Employee or agency deems that lower cost lodging would put the employee at risk for safety or security.

Excess lodging authorization is not allowed for the reason of convenience or personal preference for the employee.

## Third-Party Lodging

**All third-party lodging requests must be pre-approved by the controller or the travel auditor prior to booking. An itemized rental agreement must be submitted along with 3 hotel comparisons.**

If you choose to use Airbnb or rental for the lodging you must provide all details regarding the arrangement, including the amount to be charged (price breakdown), number of travelers (# beds, # of guests), the length of stay, projected cost savings compared to standard lodging rates, and contact information.

Travelers's should not book third-party lodging for personal convenience.

A signed rental agreement or a reservation and receipt documenting the stay and a receipt (cardholder name must be same as the name on reimbursement) showing proof of purchase (name on card, last 4 digits of card number, date of purchase, balance paid in full) is also required.

Traveler must provide at least three hotel comparisons to show there was a cost-saving to the University otherwise Airbnb or rental for lodging will not be reimbursed.

**Third-party lodging cannot be charged on a T-card.**

**Your receipt from Airbnb** 

Receipt ID: [REDACTED] Jan 15, 2019

### East Melbourne

5 nights in East Melbourne

Sun, Jan 20, 2019 → Fri, Jan 25, 2019 

Entire home/apt · 6 beds · 5 guests

East Melbourne, VIC · Australia

Hosted by [REDACTED]

Confirmation code: [REDACTED]

[Go to itinerary](#) · [Go to listing](#)

Traveler: Eric Liu

**Cancellation policy: Moderate**  
Cancel up to 30 days before check-in and get a full refund minus **Service fees**. Cancel within 3 days of your trip and the first night is non-refundable, but 50% of the fees for the remaining nights will be refunded. Service fees are refunded if cancellation happens before check-in and within 48 hours of booking.

### Price breakdown

\$800.00 x 5 nights	\$4,000.00
Service fee	\$567.60
Subtotal (AUD)	\$4,567.60
[REDACTED]	[REDACTED]
<b>Total (AUD)</b>	<b>\$2,746.26</b>

### Payment

AMEX- [REDACTED]	\$2,746.26
Jan 15, 2019 - 12:36AM UTC	
<b>Amount paid (AUD)</b>	<b>\$2,746.26</b>

Have a question?  
[Visit the Help Center](#)