

AGENCY-SPONSORED DESIGNATED LODGING NOTICE

FROM: _____
(Agency)

TO WHOM IT MAY CONCERN:

(Employee/Official's Name, or see Attached List)

(Name of Meeting Conference or Purpose of Travel and Location)
_____/_____/_____ to ____/_____/_____
(Meeting/Conference Date)

The above listed employee/official(s) traveling on authorized State business on behalf of this agency shall be attending the meeting/conference or purpose of trip listed above. For purpose of travel reimbursement, lodging has been pre-arranged by our agency at the following public lodging facility(ies), which shall serve as the official designated hotel for the referenced objective of travel:

Hotel Name and Address	Type*	Single Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- *Key to Type of Destination:
- 1 -- Where meeting or objective of travel is held or conducted.
 - 2 -- Where lodging has been arranged for by sponsoring agency by:
 - a) the blocking of rooms (reserved) or,
 - b) rate reductions for participants

CRITERIA FOR AGENCY-SPONSORED DESIGNATED LODGING:
 ___ Agency must be sponsor of meeting, conference, etc.
 ___ Designated lodging must be approved and notice issued prior to beginning of trip.
 ___ Designated lodging must meet one of the types listed above.
 ___ Lodging shall be reimbursed at actual single room rate as evidenced by public lodging receipt.

(Approving Officer's Signature & Date)