

## AGENCY-SPONSORED DESIGNATED LODGING NOTICE

**FROM:** \_\_\_\_\_  
 (Agency Name/Number)

**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 the 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:

<b>Hotel Name and Address</b>	<b>Type*</b>	<b>Single Rate</b>
_____	_____	_____
_____		
_____		
_____	_____	_____
_____		
_____		
_____	_____	_____
_____		

**\*Key to Type of Designation:**

- 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)