

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

Dear Provost,

I will be at the University business (conference attendance, meeting, training,  
etc.) on \_\_\_\_\_. The hotel in which I must stay,

\_\_\_\_\_ as a day rate of \$\_\_\_\_\_ (excluding taxes and fees). This rate exceeds the lodging reimbursement rate of \$275 per night, as set by the California State University System.

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 occupancy for a single night. This request is for a \_\_\_\_\_ night stay at \_\_\_\_\_.

Occupancy: \_\_\_\_\_ nights, \_\_\_\_\_ days, \_\_\_\_\_ nights. This request is for a \_\_\_\_\_ night stay at \_\_\_\_\_ business (tax waiver applies to California travel only).

Thank you for your consideration of this request.

_____	_____	_____
Name of Traveler	Signature	Date
_____	_____	_____
Dept. Chair Name	Signature	Date
_____	_____	_____
College Dean Name	Signature	Date
_____	_____	_____
Provost Name, Approve	Signature	Date