

**TEXAS WOMAN'S UNIVERSITY
REQUEST TO PAY ABOVE ALLOWED HOTEL RATES WHEN
USING APPROPRIATED FUNDS**

This form must be completed to request authorization to pay above State Allowed Hotel Rates when traveling with State funds (110 accounts).

Instructions:

- Complete the "Travel Information" Section.
- Complete the Calculation Table on Page 2 of this form. Use the text box below the Calculation Table to provide a full explanation of the Cost Savings and include documentation supporting the calculations. This section must be completed before Financial Services will review the request.
- Financial Services will only approve the request if there is a Cost Savings listed. Some exceptions may apply at the discretion of Financial Services.
- If there is more than one traveler for the same trip and purpose, only complete the form once. Both travelers should sign the form.
- The form must be approved by Financial Services 10 business days before the start of the travel.

Travel Information

Date of Request:

Traveler(s):

Travel Dates:

Destination:

Hotel Name:

Hotel Address:

Reason for Travel:

Returning Date and Time:

110 Account Number to Charge:

<u>Fund Class</u>	<u>Fund Source</u>	<u>Department</u>	<u>Function</u>	<u>Project</u>
110				

