



Actual Lodging Authorization (Local Funds)

Today's Date:

Traveler's Name:

Destination City:

Dates of Travel: to

Actual Room Rate: *(Do not include tax)*

Per Diem Allowed: *(Do not include tax)*

Difference: **x** night(s) =
Total

Authorization for Actual Lodging amount for the above referenced travel will be approved in Concur.