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

I hereby authorize the actual lodging amount for the above referenced travel.

X _____   _____

Signature of Traveler's Supervisor   Date