

BUSINESS AFFAIRS MEMORANDUM 2011-04

TO: All Departments

FROM: Gregory M. Lovins
Interim Vice Chancellor for Business Affairs

DATE: March 22, 2011

REFERENCE: Reimbursement of 3rd Party Lodging Form

Reimbursement for lodging in an establishment that is being rented out by a third party is not allowed unless approved by the NC Office of State Budget & Management in Raleigh **in advance**. Requests for third party lodging must provide evidence of savings to the State. An exception may be granted for requests that do not show a savings with sufficient justification to support the necessity for third party lodging. Applicants must provide the University Budget Office all details regarding the arrangement, including (1) the amount to be charged, (2) the length of stay, and (3) contact information. **A signed rental agreement must be presented to receive reimbursement** (Section 5.1.8 Third Party Lodging, State Budget Manual).

The requested form (3rd Party Lodging Form) can be found on Electronic Forms under VC Business Affairs <https://www.webapp.appstate.edu/electronicforms/newdefault.asp>. Please complete the form, print it, and send it to the University Budget Office for processing through NC Office of State Budget & Management.

Thank you.