AGENCY-SPONSORED DESIGNATED LODGING NOTICE

(***ADVANCE APPROVAL OF THIS FORM IS REQUIRED***)

FROM: Southwestern Oklahoma State University (665)
(Agency)

TO WHOM IT MAY CONCERN:

_____
(Employee/Official's Name, or see Attached List)

_____
(Name of Meeting/ Conference or Purpose of Travel and Location)

_____ to _____
(Meeting/Conference Date)

The above listed employee/official(s) traveling on authorized State business on behalf of this agency shall be attending the meeting/conference or purpose of trip listed above. For purpose of travel reimbursement, lodging has been pre-arranged by our agency at the following public lodging facility(ies), which shall serve as the office designated hotel for the referenced objective of travel:

Hotel Name and Address	Type*	Single Rate

***Key to Type of Designation:**
1 Where meeting or objective of travel is held or conducted.
2 Where lodging has been arranged for by sponsoring agency by:
   a. the blocking of rooms (reserved) or,
   b. rate reductions for participants

CRITERIA FOR AGENCY-SPONSORED DESIGNATED LODGING:
Agency must be sponsor of meeting, conference etc.
Designated lodging must be approved and notice issued prior to beginning of trip.
Designated lodging must meet one of the types listed above.
Lodging shall be reimbursed at actual single room rate as evidenced by public lodging receipt.

_____
Director of Business Affairs **Date**