

**AGENCY-SPONSORED DESIGNATED LODGING NOTICE**

**FROM:** \_\_\_\_\_  
(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 official 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 or rooms (reserved) or,

**CRITERIA FOR AGENCY-SPONSORED DESIGNATED LODGING:**

C Agency must be sponsor of meeting, conference, etc.  
 C Designated lodging must be approved and notice issued prior to beginning of trip.  
 C Designated lodging must meet one of the types listed above.  
 CLodging shall be reimbursed at actual single room rate as evidenced by public lodging receipt.

b) rate reductions for participants

\_\_\_\_\_  
(Approving Officers Signature & Date)