

## INSTRUCTIONS FOR SUBMITTING NON-HOTEL LODGING REQUEST

1. Please submit this form to Bill Swindell PRIOR to your trip. He will complete department and payment information and contact Travel Services for approval.
2. Provide a copy of your rental contract or agreement (Airbnb receipt, etc.) showing amount to be paid, and a note indicating the source of funds to be used to pay for the trip.
3. Printout or screengrab of “comparison site” search – Hotels.com or Expedia page showing hotel costs for the location you’re traveling to at the time you’ll be there.
4. Complete the following sections of the Non-Hotel Lodging Request Form:
  - a. Traveler Name
  - b. Traveler Phone
  - c. Dates
  - d. Number of Nights
  - e. Purpose of Trip
  - f. Large text box that asks, “Is it a savings to rent the house/apartment rather than a hotel room?”
5. *Email Bill Swindell beforehand if you have any questions! Thanks -*