

THIRD PARTY LODGING POLICY

I. POLICY

The University of North Carolina at Charlotte is required to apply The State Budget Manual, which is maintained by the Office of State Budget and Management (OSBM), to all state funded travel expenditures.

II. DEFINITIONS

- A. Third Party Lodging: An establishment that is rented out by a third party or treated as an apartment building by state or local law or regulation.
- B. Lodging Rates: The per-night costs for in-state or out-of-state hotel lodging as approved by The State Budget Manual.
- C. Rental Agreement: A signed agreement between the University Traveler and the Third Party Lodging establishment. This agreement is prohibited between family members.

III. REQUIREMENTS FOR AUTHORIZATION

In order to obtain authorization for reimbursement for staying at a non-hotel lodging, the following documents are required to be submitted to the Travel and Complex Payments Department no less than two weeks prior to the travel dates:

- A. Non-Hotel Lodging Authorization Request
 - a. Evidence of savings to the State must be demonstrated.
 - i. The calculated daily rate must be less than the State approved daily rate listed in the State Budget Manual. (For State approved rates, consult section 5.1.2 of the State Budget Manual.)
 - b. If there is no evidence of savings to the State, please justify why an exception to this policy should be made by providing an explanation and sufficient documentation. This may include, but should not be limited to, reasons such as safety/security issues, limited choices of hotels in remote areas, etc.
- B. Copy of Rental Agreement
 - a. The signed agreement must be submitted before the employee can be reimbursed.
- C. Three hotel quotes for comparison.
 - a. When obtaining comparison quotes, please use the following criteria:
 - i. Three- and four-star hotels from one of the following websites:
 - 1. www.hotels.com
 - 2. www.orbitz.com
 - ii. Search for hotels within 5 miles of the non-hotel lodging address

IV. PROCEDURES FOR REIMBURSEMENT

In order for the employee to be reimbursed after staying at a Third-Party Lodging, the approved Non-Hotel Lodging Authorization Request must be submitted with the Travel Reimbursement package. This approved authorization will come from the Travel and Complex Payments Department after a review of all documentation required in Section III above.

All employees are obliged to comply with the procedures supplemental to this Policy. The Vice Chancellor for Business Affairs is responsible for establishing and enforcing such supplemental procedures related to Travel Lodging, available for the Controller's Office or online at <http://finance.uncc.edu/controllers-office/travel-complex-payments>.