

LODGING ALLOWANCE

When a Lamar University employee or prospective employee travels overnight on Lamar University business, their lodging expenses are reimbursable up to the state allowed rate. For **in-state and out-of-state rates**, please refer to the General Services Administration (GSA) federal travel rates located on the Travel website under “**Important State of Texas Links**” as “**Out of State Meal, Lodging and Median Rate Schedule**”. Lodging rates for foreign travel are paid on an “actual” basis.

Reimbursements may be made for amounts over the allowable rate if the hotel is a **Host Hotel**. A Host Hotel is a hotel where the conference, seminar or convention is being held. If the Host Hotel room rate is higher than the per diem for that city, you may be reimbursed for the full amount of the hotel charges if you **provide documentation that indicates the hotel was the Host Hotel**. An example of the acceptable documentation would be the conference brochure or the seminar schedule listing the hotel as the conference location or designated hotel site for that conference.

The entire amount of the hotel charge is reimbursable and should be entered on the Travel Voucher under actual expenses. ***However***, if the expense is being charged to a state index, the amount over the maximum allowable rate **must** be charged to a local index. This local index should be entered onto the Travel Voucher with a notation indicating its use for the hotel overage.