

# Actual Costs Justification

## **Travel Information:**

Note: If you are unable to secure occupancy in the conference hotel, this form must be submitted to justify why you were unable to secure a room with the approved conference hotel and/or at the approved conference rate.

Traveler's Name: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Per Diem Rate: \$ \_\_\_\_\_ Requested Rate: \$ \_\_\_\_\_

## **Hotel Comparison:**

Date: \_\_\_\_\_

Hotel#1: \_\_\_\_\_ Phone#: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

Hotel#2: \_\_\_\_\_ Phone#: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

## **Justification for requesting actual expenses:**

Note: If you are unable to secure occupancy in the conference hotel, this form must be submitted to justify why you were unable to secure a room with the approved conference hotel and/or at the approved conference rate.