

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 the State of Texas, the **FY08 maximum lodging rate is \$85**. For **other states' rates**, please refer to the "Out-of-State Meals and Lodging Rates" located on the state website "www.window.state.tx.us/comptrol/san/travel/travel.html". 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 should be entered on the Travel Voucher where it will be charged to the noted account number and the traveler will be reimbursed accordingly. ***However*, if the expense is being charged to an actual state account, the amount over the allowable per diem rate must be charged to a local account. This local account number should be entered onto the Travel Voucher with a notation indicating its use for the hotel overage.**

HOTEL TAXES

When lodging in the state of Texas, travelers are not reimbursed for the 6% State Occupancy Tax. Therefore, the traveler should submit a "**Texas Hotel Occupancy Tax Exemption Certificate**" to the hotel upon check-in. The form may be found on the state website "www.window.state.tx.us/taxinfo/taxforms/12-302.pdf".

When lodging in other states and out of the country, travelers are reimbursed for all hotel occupancy taxes.