

TARLETON STATE UNIVERSITY
Request To Increase Maximum Lodging Rate

Please provide the following information!

Traveler's name:	Dates of Travel:
Destination:	Requested Lodging Rate:
Account # (local only):	Account Name :
Justification: _____ _____ _____ _____ _____ _____ _____ _____ _____	

Approved: _____

Approved: _____

Approved: _____
Vice President

*This form will be attached to Employee's Request to Travel.