Lodging

The following documentation and information is required for Lodging expenses:

☐ An itemized receipt/folio. Receipt must include the following information:
  - Name and address of lodging facility
  - Name(s) of traveler(s) in room
  - Dates of stay
  - Number of people per room
  - Daily sleeping room rate
  - Room rate
  - Taxes and other fees for each day of stay
  - Itemization of other costs (e.g. parking, internet, room service)
  - Proof of payment (e.g. zero-dollar hotel folio)

☐ A UW-Madison business purpose

☐ If a room was shared by two or more persons, indicate that, along with the name(s) of the other person(s).

☐ Conference/event/meeting agenda(s), if applicable.

☐ A justification/explanation is required if the allowable maximum lodging rate is being exceeded for the location. This is typically entered in the Description/Notes field, or the “Exception Comments” field in e-Reimbursement. (No justification is required for lodging booked at conference hotel rates - can simply enter “Conference hotel”.)