AGENCY-SPONSORED DESIGNATED LODGING NOTICE

FROM: ___________________________________________  (Agency Name/Number)

TO WHOM IT MAY CONCERN:

__________________________________________  (Employee/Official’s Name, or See Attached List)

__________________________________________  (Name of Meeting, Conference or Purpose of Travel and Location)

_____ / _____ / _______ to ________/ ________ / ________  (Meeting/Conference Date)

The above listed employee/official(s) traveling on authorized State business on behalf of this agency shall be attending the meeting/conference or purpose of trip listed above. For the purpose of travel reimbursement, lodging has been pre-arranged by our agency at the following public lodging facility(ies), which shall serve as the official designated hotel for the referenced objective of travel:

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<tr>
<th>Hotel Name and Address</th>
<th>Type*</th>
<th>Single Rate</th>
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*Key to Type of Designation:

1 ---- Where meeting or objective of travel is held or conducted.
2 ---- Where lodging has been arranged for by sponsoring agency by:
   a) the blocking of rooms (reserved); or
   b) rate reductions for participants.

CRITERIA FOR AGENCY-SPONSORED DESIGNATED LODGING:

---- Agency must be sponsor of meeting, conference, etc.
---- Designated lodging must be approved and notice issued prior to beginning of trip.
---- Designated lodging must meet one of the types listed above.
---- Lodging shall be reimbursed at actual single room rate as evidenced by public lodging receipt.

(Approving Officer’s Signature & Date)

(12/12)