State Funded Lodging Overage

Use this worksheet if

- Lodging is being funded or reimbursed from a 2100 Fund
- And the nightly rate is above the authorized amount set by the GSA

Section 1: Authorized Amount

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Destination _____ *Per Diem* _____

Section 2: Actual Amount

Number of Nights _____

Total Amount Paid for Room _____ (Room rate x number of nights)

Total Amount Paid for Taxes _____ (Exclude parking fees/ meals/ Texas state occupancy taxes)

Tax Rate 0.00%

Section 3: Expense Report Entries

Expense Type	Description	Amount
Lodging	allowance	$ 0.00
Lodging-Tax	allowance	$ 0.00
Speedchart / 2100xxxx Cost Center		

Expense Type	Description	Amount
Lodging	overage	$ 0.00
Lodging-Tax	overage	$ 0.00
Local Speedchart / Cost Center		