

# Lodging Flow Chart

Are you planning on sharing lodging?

NO

Book lodging on your own and submit an itemized receipt when you turn in your Post Travel Authorization.

You will not be reimbursed for room service

YES

Is the person you are sharing with affiliated with CSU?

NO

You will only be reimbursed for your half.

If you share a room with your partner or friend who is going for personal reasons, you will need to get a single occupancy rate from the hotel. If the single occupancy rate comes out cheaper than for 2+ people you will be reimbursed at the single occupancy rate.

- I will need proof (email, print out of rate, etc.) of the single occupancy rate vs. 2+ rate

Bring in an itemized receipt when you turn in your Post Travel Authorization.

You will not be reimbursed for room service.

YES

List their name **AND** CSU ID number on the Pre-Travel Authorization.

Splits are not allowed. Only 1 person will be reimbursed for the lodging. You can split the bill, **ONLY IF** the hotel is willing to give each person their own receipt for their portion of the bill. (I.e. the folio shows how much you paid on your own credit card)

Bring in an itemized receipt when you turn in your Post Travel Authorization.

You will not be reimbursed for room service

Please contact the front office if you have any questions!