**SOUTHERN ADVENTIST UNIVERSITY**

**Lodging Receipt in Lieu of Hotel/Motel**

**Employee Handbook,** #1490 *University Travel, paragraph 4a.*

If an employee stays with friends or relatives in lieu of staying in a hotel, up to $25.00 per night may be reported.\*

I stayed with a friend/host family during my off-campus travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates

I had actual out-of-pocket expenses in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to $25 per night) that was given to the host as a gift (in kind or cash), as reimbursement for food, or other hospitality costs incurred.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Signature Date

\*Attach this form to an expense report, list Lodging In lieu of Hotel on the expense report separately from per diem.