

Request for Actual Conference Lodging

Instructions

1. Complete the requested information below
 2. Submit the Conference Announcement showing the Conference Lodging arrangements to KUMC Travel Audit prior to travel
 3. Note in Comments section of Travel Request that Actual Conference Lodging is requested
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Agency Name: University of Kansas Medical Center

Agency No: 683

Employee Name (s)

Name of Conference

Location of Conference

Name of Hotel

Dates of Conference

Conference Daily Rate of Lodging

AGENCY APPROVAL

I certify that I have reviewed the conference materials and verified that the lodging establishment rates exceed the allowable limitations.

Mike Keeble, Agency Head

Date
