

## Lodging Guidelines

**Note:** These guidelines are in effect under the current Travel and Business Hosting Standard Practice Guide ([507.10-1 for Concur Users](#)), ([507.10-2 for Non-Concur Users](#)) issued October 15, 2009.

### Reimbursement

The University will reimburse lodging expense at a reasonable single occupancy, standard business room rate, which would be incurred routinely by a regular business traveler.

### Lodging Rates

The traveler should select the least expensive option available, taking into consideration proximity to the business destination and safety. The traveler or the travel arranger must inquire about the government rate available, the Big Ten consortium rate, or the conference lodging rate and select the lowest available rate. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate, if available.

### Spousal or Dependent Travel

Reimbursement for a spouse's or dependent's transportation, lodging or meal expenses requires approval by a Vice President, Dean, Chair, or Senior University officer explaining why an exception is warranted. Expenses that do not have a clear University business purpose are not allowable.



### Before you Travel:

- It is highly recommended that units book travel through the University's designated travel agency, TravelFocus, to take advantage of University arranged travel discounts. Concur Users have access to these discounts when booking through the University's Travel and Expense System (<https://wolverineaccess.umich.edu>). Non-Concur Users (and those currently using Concur) can book travel via agent assisted calls (1-214-915-9473 or 1-888-252-8504).
- Visit the [Benefits Office Research & Travel web site](#) for information to know before traveling on University business.
- Visit the University's Travel [Information and Registry web site](#) for important information when planning international travel.