



Policy 2.97 Lodging

Responsible Official: Vice President for Finance/Chief Finance Officer

Administering Division/Department: Procurement Services

Effective Date: April 01, 2010

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Overview

The purpose of this document is to provide travel guidelines with regard to lodging and accommodations when traveling on behalf of the University.

Applicability

The Travel Policies apply to faculty, staff, students, and non-employees traveling on behalf of the University and seeking reimbursement or payment for travel-related expenses from Emory University funds, regardless of the funding source.

Policy Details

2.97.1 Traveler Responsibility

It is the responsibility of Emory travelers to seek lodging that is safe, comfortable and reasonably priced.

2.97.2 Responsibility of Higher Level Approvers

Higher Level Approver must ensure that:

- the traveler is aware of the Emory Travel Policy in advance of the travel;
- travel expenses were incurred while conducting authorized University business;
- travel expenses were necessary, reasonable and consistent with University policies and the stated business purpose;
- an expense report includes the required documentation; and
- travel expenses meet any and all Sponsored Program guidelines, if applicable.

2.97.3 Lodging

1) The cost of lodging should be kept to a minimum by requesting standard (non-Club, non-Suite) accommodations, whenever possible.

2) Allowable lodging expenses may include:

- A single-occupancy room rate
- In-room business telephone calls

- Reasonable calls home
- Internet access
- Luggage storage and tips for service

A list of non-reimbursable or payable expenses can be found in 2.104 Travel Policy - Non-Reimbursable or Payable Items.

3) Travelers who elect to stay at a private residence may be reimbursed up to a maximum of \$100 for extending a token gift or meal as a gesture of appreciation to the host. Original receipt will be accepted as proof of token purchase.

4) Allowable lodging charges, due to safety and security of traveler, limited access to airport prior to flight, long (6+ hour) or overnight flights, or long (4+ hour) layovers, may include:

- Late check-out
- Half-day rooms
- Additional day if half-day is not available
- On-site day rooms or lounge areas, including shower or rest facilities in a hotel or airport
- Full-rate previous night when arriving prior to 3pm local time

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.97>
- [Expense Report Procedures](https://www.finance.emory.edu/home/travel/expensing.html) (https://www.finance.emory.edu/home/travel/expensing.html)
- [Non-Reimbursable Items](http://policies.emory.edu/2.104) (http://policies.emory.edu/2.104)

Revision History

- Version Published on: Nov 11, 2013
- Version Published on: Nov 11, 2013 (*Updated policy links*)
- Version Published on: Mar 31, 2010 (*Original Publication*)

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