

Maximum Lodging Limits

Effective 4/1/13: Maximum limits for reimbursing the cost of lodging. (2/26/13 memo from CSU Executive Vice Chancellor and Chief Financial Officer)

The maximum approved hotel rate for CSUEB is \$175 per night or the stated conference rate, whichever is higher. Any hotel rates in excess of that amount should be justified by the traveler and approved by the VP for that division. The approval can be in an email format or a letter from their division VP and must be attached to the travel expense claim.