

LODGING/MEALS - DIRECT BILLING



Marshall University
Accounting Office
Room 203, Old Main
Huntington, WV 25755

Phone 304-696-6488
Fax 304-696-3289

Travel Order #					
FEIN Vendor ID#					
FIMS Vendor ID#					
Date Prepared					
Fund	Area	Org	Object	Amount	
Total Estimated Costs					→ Total

Name and Address of Establishment to whom this travel order is issued.	
Name	
Address	

This order Authorizes:
Lodging at the Least Expensive Single Room Rate Only
Lodging and Meals Only
Approved By:

Contact Person Information	
Name	
Department	
Phone Number	

Traveler's Plans	From	To
City and State		
Dates of Travel		
Purpose of Travel		

To the Lodging Provider:

Please accept this travel order to pay for lodging, room tax and meals on your premises for the following individual(s). An original itemized invoice should be submitted to the above listed university office, referencing the travel order number.

Individual's Name	University ID#	Individual's Title	Amount
Sub-total from continuation form			
Grand Total of all lodging forms			

Instructions to requester:

This form is to be submitted to the University Accounting Office along with the Travel Authorization Request form. For events held at Cedar Lakes and similiar facilities where several people may attend and meals and lodging are provided together, the Travel Authorization Request Form is not required. You should check with the lodging establishment to make certain this order will be accepted. Direct payment of lodging and meals to the listed vendor is requested. I understand that payment will not be made to this vendor until receipt of an itemized invoice.

Signature of Requester	Date
Title	

Approved by Vice-President, Dean or Director	Date
Title	

Approved by University Accounting Office	Date
Title	

