

**ELIZABETH CITY STATE UNIVERSITY**  
**Third-Party Lodging Policy**

**Preamble**

Elizabeth City State University recognizes employees may be required to travel for official state business. This policy, in accordance with University Travel Policy and in consideration of Internal Revenue Service (IRS), Office of State Budget and Management (OSBM), and other applicable regulations and guidance, establishes when the University will provide payment for third-party lodging expenses incurred to support University business purposes, along with related administrative requirements.

**1. Policy**

**a. Third-Party Lodging**

Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is allowed only if the agency can document that per day lodging rates will cost less than standard in-state or out-of-state lodging rates approved by the State. All third-party lodging requests and payments must include documentation contained in travel or accounts payable records that provide evidence of savings to the State. Third-party lodging agreements are not allowed among family members or where such agreements or payments create a financial conflict of interest to the traveling employee or other agency managers or employees. Such conflict arises when the third-party lodging is with a property owned by the traveler, family members of the traveler, which includes brothers, sisters (whole or half-blood), spouse, ancestors and lineal descendants. Third Party Lodging lease agreement with other entities in which an employee or a family member has an interest is prohibited.

Third-party lodging may include, yet is not limited to, online website house or room rental services. In each case where third-party lodging is being considered, the employee must provide all details regarding the arrangement, including the amount to be charged, the length of stay, projected cost savings compared to standard lodging rates and contact information. A signed rental agreement, or a reservation and receipt, and documentation of travel office prior approval must be presented to receive reimbursement.

**b. Third-Party Lodging Procedures**

The Controller's Office will establish and maintain a Travel Manual which will contain more information and procedures for Third Party Lodging. The Travel Manual is available on the Controller's webpage.