

Using State Funds for Lodging of Candidates and Guests coming to campus:

➤ Off-campus lodging is NOT an allowable expense unless written verification of *no on-campus housing being available*.

Room	Rate Charged	Contact
LoGrasso President's Apartment (king & sofa sleeper)	\$65/night	President's Office
University Commons Guest Room 226 (single)	\$65/night	Dan Goodwin
University Commons Guest Room 228 (single)	\$65/night	Dan Goodwin
Alumni House (queen)	\$65/night	Catering Office

Department hosting the visitor must send an e-mail to the below colleagues to request availability

President.office@fredonia.edu
Dawn.Hunt@fredonia.edu
Denise.Szalkowski@fredonia.edu
Daniel.Goodwin@fredonia.edu
Fsa.catering@fredonia.edu
Katie.Thies@fredonia.edu

E-mail MUST contain:

- Visitor's First and Last Name
- Check-in Date
- Check-out Date
- Visitor's Phone Number
- Host's Name
- Host's Phone Number

Status of *availability* will be sent back to the host via e-mail

If on-campus lodging is available, host is to call and make the reservation with:
 President's Office 673-3456
 Residence Life-Housing Office 673-4981
 FSA-Conference & Special Events Office 680-6215

 Host will receive an invoice, which will contain payment directions.

If off-campus lodging is utilized, these e-mail replies MUST be included with Travel Voucher submission.