

Exhibit 402-6

REQUEST FOR APPROVAL OF REIMBURSEMENT FOR ACTUAL LODGING AND MEAL EXPENSES

TO: FINANCE

Traveler: _____

Dates of Travel: _____ Trip No: _____

Destination: _____

Purpose of Trip: _____

Number of business Actual Lodging Rate Rental Car
lodging nights: _____ being Requested: _____ Authorized: _____

Locality Lodging Rate: _____ Lodging Limit: _____
(a) 300% of (a)

Justification for Request: _____ Conference or meeting hotel
_____ Government rate sold out/not available: number of hotels called: _____
(If not reserved by travel agency – property names may be requested) (Min. 3)
_____ Only hotel in area with available rooms: number of hotels called: _____
(If not reserved by travel agency – property names may be requested) (Min. 3)
_____ other (explain) _____

Explanation (if submitted after return from travel):

Recommendation: _____ Approve _____ Disapprove

Explanation for approval/disapproval _____ conference or meeting hotel
_____ other _____

Travel Auditor Date

Review by Finance:

_____ Approved _____ Disapproved

Signature Date Approved