

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Increase of Nightly Lodging Rate
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations Increase of Nightly Lodging Rate

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Sent on Behalf of: CSUSM Travel Office

Hello PCBO Community,

Effective 4/18/24, the Chancellor's Office has increased the nightly lodging rate for domestic travel, based on actual expenses, to \$333 per night, excluding taxes and fees. University employees are always expected to seek the best value when booking lodging.

As a reminder, travelers may only secure lodging when traveling on business more than 25 miles one way from their normal work location or home, whichever is closer to the destination.

Room upgrades are non-reimbursable, even if the total is less than \$333 per night.

For travel dates prior to 4/18/24, the \$275 per night rate still applies.

Please email traveloffice@csusm.edu with any questions.

Thank you!

CSUSM Travel Office

traveloffice@csusm.edu