



# VIRGINIA STATE UNIVERSITY

Department of Biology

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*mm/dd/yyyy*

To: Dr. Keith Miller, President

Through:

\_\_\_\_\_  
*Dean's name*

*Dean, your college's name*

\_\_\_\_\_  
Dr. Weldon Hill

Vice President, Academic Affairs

From: *Traveler's name and position*

I will be *state purpose for travel* in *destination* from *dates*. I will be staying at the *provide hotel name and reason for selecting the hotel*. The rate on that hotel is \$xxx/night. This exceeds the lodging per diem of \$xxx/night. I am, therefore, requesting your approval to exceed the stated lodging per diem rate.

Thank you for your consideration.

Date \_\_\_\_\_

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not approved

Keith T. Miller, President  
Virginia State University