



State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Outdoor Equity Grants Program Hotel Lodging Form

Complete this form and keep with grant project audit records for each hotel stay.

Grantee Name:
Project Name:
Project Number:

To ensure the most economical use of State funds, document **three** informal hotel quotes in the selected area.

Travel Dates	Hotel Name	Address	Room Rate	Selected?

Summarize cost per participant for selected Hotel above.

Example below shows:

$\$150 \text{ per room} \times 5 \text{ rooms} (\$750)$, divided by 10 participants = $\$75 \text{ per participant}$

Per Room Rate	Number of Rooms Used	Number of Participants	Cost Per Participant
\$150	5 rooms	10	\$75

If the most economical hotel rate was not chosen, provide justification.

Emergency/short-notice travel

No alternative lodging available

Safety concerns

Other, provide details below

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