Third Party/Non-Commercial Lodging Flowchart

```
                  Third Party/Non-Commercial Lodging Contract
                                      │
                                      ▼
                                 In Whose Name
                    ┌──────────────────┴──────────────────┐
                    ▼                                      ▼
           Individual's Name                        NC State's Name
                    │                          ┌──────────┴──────────┐
                    ▼                          ▼                     ▼
           Contract to the            For an individual        For a Group
           Controller's Office                │                     │
           for Review and                     ▼                     ▼
           Pre-Approval               Contract to the       Contract to the
                    │                 Controller's Office    Controller's Office
                    ▼                 for Review and         for Review and
           Traveler executes          Pre-Approval           Pre-Approval
           contract and                       │                     │
           submits all forms                  ▼                     ▼
           and TR to                  Real Estate Office     Real Estate Office
           Controller's Office        Reviews and Signs      Reviews and Signs
                    │                          │                     │
                    ▼                          ▼                     ▼
           Controller's Office         Voucher entered       Voucher entered
           pays travel                 by campus             by campus
           reimbursement               department            department
           request                            │                     │
                                              ▼                     ▼
                                       Controller's          Controller's
                                       Office pays           Office pays
                                       voucher               voucher
```