**Business Case Request for Overnight Accommodation**

Prior to completing this business case, please ensure you read and understand the HASSRA West Midlands [Regional Finance Policy](https://www.hassra.org.uk/hassra-wm-regional-finance-policy).

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| **HASSRA Member Details** | |
| **Name:** |  |
| **HASSRA Membership Number:** | HAS |

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| **Event Details** | | | |
| **Event:** |  | | |
| **Name of Event Organiser:** |  | | |
| **Event Start Time:** |  | **Expected Finish Time:** |  |

|  |  |
| --- | --- |
| **Journey Details** | |
| **Journey From:**  (Members home address in full, including postcode) |  |
| **Journey To:**  (Address of event location, including postcode) |  |
| **Method of Travel:** |  |

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| **Overnight Accommodation Request** | |
| **Please provide details of why an overnight stay is required:**  (Include here if the overnight stay is before or after the event) |  |

Completed business cases should be emailed to [hassra.westmidlands@dwp.gov.uk](mailto:hassra.westmidlands@dwp.gov.uk)

**FOR OFFICIAL HASSRA USE ONLY:**

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| **Request for Accommodation:** | Approved / Rejected |
| **Name of Authoriser:** |  |
| **Maximum limit agreed per night:**  £150 per night London rate  £100 per night national rate | £150 / £100 per night |

V1.0 – January 2025