

Request to Exceed Maximum Lodging Rates
Including Conference Site Hotels

Traveler's Name: _____

Destination: _____ Dates of Travel: _____ - _____

Purpose of Travel: _____

Lodging Rate: _____ Per Diem Rate for Destination: _____

Provide a justification for exceeding the maximum federal lodging per diem rates:

Traveler's Signature: _____ Date: _____

Department: _____ Account Number: _____

Supervisor's Signature: _____ Date: _____

_____ Approved

_____ Denied

Campus Financial Officer: _____ Date: _____

Business Office

Comments:

Travelers must obtain prior approval to exceed the maximum federal lodging rate (conference site hotels included). Maximum lodging per diem rates can be found at www.gsa.gov.

Travelers will be held liable if approved lodging rate is exceeded.