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.*