



## Request to Exceed Maximum Lodging Rates

***All travelers must provide a justification and obtain prior approval from the Business & Finance Office to exceed the maximum federal lodging rate. Maximum lodging per diem rates can be found at [www.gsa.gov](http://www.gsa.gov). Please call 4500 with any questions.***

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

Controller: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: