



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. 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

Manager-Purchasing/AP/Travel: _____

Date: _____

Comments: