



Request to Exceed Maximum Lodging Rates

When submitting a Travel Request, all travelers must provide justification and obtain prior approval from the Business and Finance Office to exceed the maximum Federal per Diem lodging rate. This form must be completed, approved, and then forwarded to the Business & Finance office *at least 10 days prior to travel*. Please call extension 4500 with any questions.

Employee ID #:

Name:

Destination:

Travel Date(s):

Purpose of Travel:

Per Diem Rate for Destination:

Per Night

Actual Lodging Rate:

Per Night

Please authorize my hotel expense, which was higher than the allowed per Diem rate because:

- The hotel was the only one available in the conference area.
- The hotel was the least expensive hotel in the conference area.
- The hotel had a discounted rate because it was suggested by the conference.
- The hotel is where the conference was held, saving additional travel expenses.
- I shared this room with a colleague. Name: _____
- Other: _____

I certify that I have researched and attempted to find a hotel that offers the state rate. For the reason I have indicated above I was unable to find a rate better than the one I have indicated on my Travel Request. Should this reason prove to be false, I will only be reimbursed the per Diem rate as stated on the OSC website.

Department:

Account Number:

Traveler's Signature:

Date:

Supervisor's Signature:

Date:

Approved

Denied

College Controller's Signature:

Date:

Comments: