

Request to Exceed Maximum Lodging Rates

All travelers must provide a justification, documentation and obtain prior approval from the Office of Business Affairs to exceed the maximum federal lodging rate. Maximum lodging per diem rates can be found at www.qsa.gov. Please call the Office of Business Affairs at 5532 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:

If attending a conference or meeting in which the host has negotiated hotel rates, please attach the conference/meeting package showing the location, dates, conference hotels, and rates.

Traveler's Signature: _____ Date: _____

Department: _____ Account Number: _____

Supervisor's Signature: _____ Date: _____

Office of Business Affairs ONLY:

_____ Approved _____ Denied

Controller: _____ Date: _____

Comments: