

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 exceed	ling the maximum federal lodging per diem rates:
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Traveler's Signature:	Date:
Department:	Account Number:
Supervisor's Signature:	Date:
Approved	Denied
Campus Financial Officer: Business Office	Date:
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.