



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 exceeding the maximum federal lodging per diem rates:

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Campus Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Office

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](http://www.gsa.gov).***

***Travelers will be held liable if approved lodging rate is exceeded.***