



## Request to Exceed Maximum Lodging Rates

All travelers must provide justification, documentation and obtain prior approval from the Office of Business & Fiscal Affairs to exceed the maximum federal lodging rate. Maximum lodging per diem rates can be found at [www.gsa.gov](http://www.gsa.gov). Please call the Office of Business & Fiscal Affairs at 5520 with any questions.

Traveler's Name: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Lodging Rate: \_\_\_\_\_ Per Diem Rate for Destination: \_\_\_\_\_

**Provide a written justification for exceeding the maximum federal lodging per diem rates.**

**Please note if the hotel is also the site of the meeting or conference :**

**Please ATTACH the conference/meeting package showing the location, dates, conference hotels, and rates to support your written justification, or provide the web link to the conference.**

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

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

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

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Office of Business & Fiscal Affairs:

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Executive or Assistant Director for Business & Fiscal Affairs: \_\_\_\_\_ Date: \_\_\_\_\_