



Excess Lodging Justification Form 1501.6.3f

When traveling on University business, travelers must utilize the lodging per diem rates set by the U.S. General Services Administration (GSA), U.S. Department of State, and U.S. Department of Defense as applicable. Travelers should secure lodging no more than 50% higher than the lodging rate set for their destination and dates of travel. Lodging rates only apply to the nightly room rate charged by the lodging establishment and do not include taxes and fees.

Excess lodging expenses must be justified if the hotel rate is more than 50% higher than the lodging rates detailed above. Please specify reason for excess lodging by checking the appropriate box(es) below.

- Lodging was secured at the negotiated rate established for the event (i.e. conference hotel rate).
- Area costs have escalated due to special events (i.e. major sporting events, large conferences, etc.).
- Cost of excess lodging is less than the cost of lower cost lodging plus transportation costs.
- Traveler or University determines that lower cost lodging would put the traveler at risk for safety or security

Other:

This signed form must be provided with reimbursement request in Web Travel or Campus Voucher.

Traveler's Name

Traveler's Signature

Date

Business Office/Departmental Approver Name

Business Office/Departmental Approver Signature

Date