

**Approval for Lodging Exception in excess of 150 Percent of the Maximum Per Diem Rate**

\_\_\_\_\_ will travel to \_\_\_\_\_ on \_\_\_\_\_  
*Traveler's Name destination date*  
and is unable to stay in accommodations within the maximum allowable rate.

He/she qualifies for an exception in excess of the 150 percent maximum lodging expense for the following reason: **(OFM 10.30.20.b)**

The traveler will attend a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to the scheduled events; AND

it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session will be held; AND

The lowest available advertised lodging rate at the lodging facility exceeds 150 percent of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached and noted below.

List lodging facility where you are staying:

Hotel: \_\_\_\_\_ Address: \_\_\_\_\_ Rate: \_\_\_\_\_

List three other lodging facilities contacted and their rates:

Hotel: \_\_\_\_\_ Address: \_\_\_\_\_ Rate: \_\_\_\_\_

Hotel: \_\_\_\_\_ Address: \_\_\_\_\_ Rate: \_\_\_\_\_

Hotel: \_\_\_\_\_ Address: \_\_\_\_\_ Rate: \_\_\_\_\_

I approve the lodging exception to the maximum allowable per diem rate.

\_\_\_\_\_ (date) \_\_\_\_\_ (signed)

**This form is to be signed by the organization appropriate authority in advance of the travel.**