

Approval for Lodging Exception up to 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 up to 150 percent of the maximum lodging expense for the following reason (must select a reason below) (**OFM 10.30.20.a**)

The traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.

The costs in the area escalated for a brief period during special events or disasters.

The lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging farther away will be consumed by an increase in transportation costs.

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.

To comply with provisions of the Americans with Disabilities Act (see [SAAM 10.10.40](#)), or when the health and safety of the traveler is at risk (see [SAAM 10.10.35](#)).

Meeting facilities are necessary to conduct state business and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

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

(date)

(signed)

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