



1502.1.1f Form Excess Lodging Justification

When making hotel reservations, explain that a traveler is on State business and request the hotel’s State rate. The maximum State lodging rate for in-State travel is \$71.20; out-of-State travel is \$84.10. Because this rate may not be attainable, please complete this form and have your supervisor sign it before the trip if a hotel rate, excluding taxes and surcharges, exceeds \$300 per night (or \$400 per night if traveling in the following high cost cities: Boston, New York City, San Francisco and the Bay area, Washington DC, Los Angeles). **Submit this form to the travelers’ supervisor for approval prior to travel.**

Please specify reasons for excess lodging rates by checking the appropriate box below.

The hotel is where the Conference was located, saving additional travel expenses such as ground transportation.

I was unable to secure lodging within the current allowance because I was in a high cost area (provide documentation showing this hotel was the most reasonable price).

I have submitted a statement stating that my personal safety or security is unattainable within the current allowance. This was the most economical of the surrounding hotels for this location.

The hotel had a discounted rate because it was suggested by the conference.

I shared this room with a colleague Name: _____

- Please note that the room selected should still be within reasonable pricing for standard lodging.

I Certify that I have done my due diligence to find a hotel at the State rate. For the reason indicated, I was unable to find a better rate. Should the reason be proven false, I understand that I will ONLY be reimbursed the State per diem rate.

Traveler Name (print): _____ Date: _____

Traveler Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____