



**REQUEST FOR APPROVAL OF LODGING EXPENSES IN EXCESS OF 150% OF
THE APPLICABLE MAXIMUM PER DIEM AMOUNT FOR THE LOCATION**

Request for exception to the exceed the maximum allowable per diem rate (lodging & meals) is submitted as follows for:

Traveler's Name	Location of Lodging (City, State)	Dates of stay		Authorized Per Diem Rate	Actual Per Diem Rate
		Arrival	Departure		

Explanation why the exception is necessary

--

This exception is approved in accordance with OFM regulations (10.30.20.b) and TESC Travel Policy, section C.2. and meets the requirements below:

- * The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; AND
- * It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
- * The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Written documentation supporting the lodging rates is to be attached to the travel voucher.

Approved by: _____
(President or Vice-President signature)

Date: _____