



REQUEST FOR EXCEPTION TO THE MAXIMUM ALLOWABLE LODGING RATE

Request for exception to the maximum allowable lodging rate is submitted as follows for:

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

Comments:

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This exception is approved in accordance with OFM regulations (10.30.20.a) and TESC Travel Policy, section C.2. for the reason indicated below:

(check only one)

<input type="checkbox"/>	When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
<input type="checkbox"/>	When costs in the area have escalated for a brief period of time either during special events or a disaster.
<input type="checkbox"/>	When lodging accommodations in the same 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 at a more distant site are consumed by an increase in transportation and other costs .
<input type="checkbox"/>	The traveler attends a meeting, conference, convention, or training sessions where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that the 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.
<input type="checkbox"/>	To comply with provisions of the American with Disabilities Act, or when the health and safety of the traveler is at risk.
<input type="checkbox"/>	When meeting room facilities are necessary 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.

Approved by: _____
(supervisor or designated signee)

Date: _____