

LODGING JUSTIFICATION FOR OVER THE PER DIEM RATE

Actual Cost: \$_____ Per Night

Name: _____

Destination: _____

Per Diem Rate: \$_____ Per Night

Please authorize my hotel expense which was higher than the allowed per diem rate because:

- The hotel is where the conference was held, saving additional travel expenses.
- The hotel was the least expensive hotel in the conference area.
- It was the only hotel available in the conference area.
- The hotel was within walking distance of the conference site.
- I shared this room with a colleague (Name) _____
- The hotel had a discounted rate because it was suggested by the conference.
- Other: _____

ATTACH THE CONFERENCE AGENDA AND HOTEL INFORMATION FORM TO THIS REQUEST

Signature of Traveler

Date

Authorized Signature

Date