



Instructions:

Please fill in the top section. The bottom is interactive. When you check the box, the description will fill in. Please choose the best reason for your purpose.

If your lodging exceeds 150% of per diem, please include any additional documentation you may have including quotes, list of conference location rates, etc. and select option "B".

LODGING EXCEPTION MEMO

TO: Travel Desk

FROM:

DATE:

SUBJECT: Request for Exception to Maximum Lodging Rule

I am requesting an exception to the maximum lodging rule.
Please provide an exception per SAAM rule 10.30.20 a

Explanation:

As a traveler on official State business, I understand I am responsible for:

Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official University business travel are not acceptable.