



### 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 the signed form with your travel reimbursement.

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: \_\_\_\_\_