Excess Lodging Authorization

Activity Name:

Employee:

Travel To:

Purpose:

Date(s) of Travel: From To

Number of Nights:

Hotel:

Lodging Rate, excluding taxes:

Justification for Excess Lodging Rate:

- ☐ Unable to secure lodging within the current allowance
- ☐ Personal Safety or security is unattainable at a location within the current allowance
- ☐ Other (describe below)

Note: **Excess lodging is not allowed for convenience or personal preference.**

Explanation (if needed):

Employee Signature: **Date:**

Programs Director Approval: **Date:**

Instructions: Attach the approved form to the *Employee Expense Reimbursement Form*.