

# Lodging Exception Form

To: \_\_\_\_\_  
(your President/VP)

From: \_\_\_\_\_  
(your department)

Date: \_\_\_\_\_

Name of individual traveling:
Travel Voucher #:
Pcard Transaction #:
Account #:
Destination:
Exception Amount: \$                      @                      Nights
(The lodging exception amount is the difference between the room rate before taxes and the allowable rate for the area.)

Reason for the exception (least costly accommodations available in the area, site necessary to conduct official University business, etc.):
_____
_____
_____
_____

The above named individual has requested reimbursement of motel/hotel accommodations in excess of state rates. If you wish to approve this exception, please sign in the space provided and return to Travel Services, SH220. With your approval, the traveler will be reimbursed in full for lodging. A report will be compiled and submitted quarterly to the Travel Control Board detailing the exceptions granted during the quarter. The Travel Control Board will then either approve or disapprove the exceptions submitted.

If you have any questions or need additional information, please feel free to contact the Business Office at 298-1811.

Signature: \_\_\_\_\_  
(President/VP)

*(Attach this form to the Travel Voucher and submit to appropriate President/VP for signature. If paid by pcard, please attach to pcard transaction in PaymentNet.)*