



LODGING JUSTIFICATION

FOR OVER THE PER DIEM RATE

Requisition # _____

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 convenient for networking and business purposes.
- ☐ 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: _____

Signature of Traveler _____

Date _____

Authorized Signature
(Department Head/Chairmen) _____

Date _____