



Form 1302.1f Excess Lodging Justification

Purpose: For excess lodging, travelers must provide a justification and must obtain approval to exceed the maximum state lodging. Lodging per diem for 2018 is **\$75.10** per night for in-state lodging and **\$88.70** per night for out-of-state lodging.

Please understand that when you are making a reservation, as a State employee, you may ask hotels to accept the State rate under Policy 1302. If the request cannot be met, this form must be completed and approved before you can be reimbursed for your trip.

To receive an exception for excess lodging one of the following must occur (please check which circumstance applies):

The hotel is where the Conference was located; which would save from additional travel expenses since there was no lodging with the rate nearby the location of the conference.

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.

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 lodging.

I certify that I have done my due diligence to find a hotel at the state rate. From the stated reason above, I have indicated that I was unable to find a rate better than the one I am submitting. Should the reason be proven false, I understand that I will ONLY be reimbursed the State per diem rate.

Traveler Signature: _____ Date: _____

Supervisors Signature: _____ Date: _____