

LODGING EXCEPTION FORM

Eastern Washington University
Travel Authorization Attachment
Justification Statement for Exceptions

Lodging Exception to the Maximum Allowable Per Diem Rate (150% rule)

Traveler's Name: _____

Travel To: _____

Dates of Travel: _____

Please check which situation applies and provide a brief explanation.

- 1. Traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- 2. Costs in the area have escalated for a brief period of time either during special events or disasters.
- 3. Lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- 4. Traveler attends a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- 5. To comply with provisions of the Americans with Disabilities Act when the health and safety of the traveler is at risk (refer to Subsection 10.10.35).
- 6. When meeting room facilities are necessary and it is more *economical* for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

Explanation: _____

Rate: _____ Tax: _____ Total: _____

Approved By: _____ Date _____
Dean, Director, Supervisor