

**REQUEST FOR PRIOR APPROVAL OF LODGING EXPENSE  
IN EXCESS OF THE PER DIEM RATE**

*(Must be pre-approved)*

Employee's Name \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Destination of Travel \_\_\_\_\_

I will be staying at the \_\_\_\_\_

at a rate of \$\_\_\_\_\_ per night, plus tax.

Federal GSA Lodging per diem rate, of destination \$ \_\_\_\_\_

Justification for lodging rate \_\_\_\_\_

\_\_\_\_\_

Approved

Not Approved

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please attach this approved/disapproved form to your Spend Authorization and Expense Report.)*