When the average lodging rate expenses per hotel stay are expected to exceed the FTR lodging maximum rate, management approval is required before travel cost is incurred. The lodging justification must contain a detailed explanation of why the exception should be granted. Hotel selection based merely on a client or third party recommendation is not an adequate justification for approval to exceed the allowed lodging rate.

**Note: Failure to obtain advance approval could result in cost being deemed personal or unallowable. You may be responsible for charges over the allowed lodging rate absent prior approval. DO NOT BOOK NON-REFUNDABLE HOTEL RATES**

**Are lodging taxes included in the lodging rate?**

**Domestic Lodging:**

Lodging taxes **are not** included in the Domestic lodging rate. Therefore, use the before tax cost of lodging when comparing to the maximum allowed rate.

**Foreign Lodging:**

Lodging taxes **are** included in the foreign lodging rate. Therefore, use the lodging cost including taxes when comparing to the maximum allowed rate.

**Traveler Name Div/Sec//Visitors/Users**

|  |  |
| --- | --- |
|  |  |

**Hotel Name, Location, Check-in and Check-out dates Booking Date & Source**

|  |  |
| --- | --- |
|  |  |

**Provide a brief explanation of why the hotel overage exception should be granted:**

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|  |

Click within outline to open worksheet

****

**Traveler’s Signature Date**

|  |  |
| --- | --- |
|  |  |

***Rates exceeding the FTR rate require approval by the D/S Head or Designee prior to commencement of travel.***

**Div/Sec/Head Signature Date**

|  |  |
| --- | --- |
|  |  |

***If percentage is more than 150%, approval must be obtained from the Travel Office and the Chief Operating Officer prior to commencement of travel.***

**Travel Office Signature**  **Date**

|  |  |
| --- | --- |
|  |  |

**COO Signature Date**

|  |  |
| --- | --- |
|  |  |