



Hotel Overage Request

General Note: Section 1506.C, State Travel Regulation permits actual cost for lodging when staying at the designated conference hotel with approval. If there are multiple designated conference hotels, the lowest cost designated conference hotel should be utilized. Section 1506.B, State Travel Regulation states actual costs should not exceed fifty percent over PPM49 current listed rates. Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate.

Spend Authorization No. _____ Date(s) of Travel _____ - _____

Is this a Conference Hotel? (if YES, attach documentation)

YES ☐

NO ☐

Purpose of travel/

Name of conference _____

Name of Requester

Requester's W#

Requester's Email

Phone

Explanation of why an increased allowable lodging rate is the best/only course of action:

GSA rate of destination \$ _____/night*

Rate requested \$ _____/night*

Signature of Requester

Date of Request

**DO NOT include sales/occupancy taxes*

Approvals:

Approval subject to Controller's Office based on situation and documentation.

Cost Center Manager / Date

Vice President over / Date
Cost Center

Dean / Appropriate / Date