



## Lodging Exception Request

To: \_\_\_\_\_  
Title: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Traveler(s) \_\_\_\_\_ will be attending  
the (event title) \_\_\_\_\_  
from [(date(s))] \_\_\_\_\_ to \_\_\_\_\_ in (location) \_\_\_\_\_.

Special permission is requested for an exception to the lodging per diem of \_\_\_\_\_. The  
hotel rate is \_\_\_\_\_ per night which exceeds the per diem by \_\_\_\_\_ per night  
excluding taxes and fees.

Thank you for your consideration.

Approved: \_\_\_\_\_  
VP Title: \_\_\_\_\_

Denied: \_\_\_\_\_  
VP Title: \_\_\_\_\_

| Location | Per Diem Rate | President Approval<br>(amount up to<br>50% of per<br>diem rate) | Exception<br>Overage | Amount owed<br>by Traveler |
|----------|---------------|---|----------------------|----------------------------|
|          |               |   |                      |                            |

**Purchasing Department Use Only**

Validation of Per Diem Rate Exception

Signature: \_\_\_\_\_ Date: \_\_\_\_\_