

**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

VPFO Signature: _____

Date: _____

If this is not completed prior to travel you will be reimbursed the per diem rate

Please attach this approved/disapproved form to your Spend Authorization and
Expense Report