



REQUEST TO EXCEED TRAVEL ALLOWANCES FOR HOTEL ACCOMMODATIONS

This approval must be obtained prior to your trip in order to be considered.

Name of Traveler: _____

Department: _____

Dates of Travel: _____

Purpose of Trip: _____

Name and City of Hotel: _____

Rate for this City as per GSA Website: _____

Rate requesting approval for: _____

Type of Rate: _____

Is the hotel able to honor the government rate for this stay? _____

Please provide a justification as to why you need to exceed this allowance. For conference hotels you must show that you asked for the government rate during this stay and it was denied by the hotel on account of the conference.

Traveler's signature: _____

Supervisor signature: _____

AVP for Financial Operations: _____

Please note that all per diems for lodging can be found at <http://www.gsa.gov/portal/content/104877>
The traveler must upload this document as part of the expense report submitted in CUNYfirst upon their return as proof that this pre-approval was granted.