



California State University  
**SAN MARCOS**

**Lodging Cost Exception Preapproval Form**

Name of Traveler

Per the CSU Travel Procedure G-001 when traveling within the US, lodging rates are not to exceed \$275 per night before taxes and resort fees, excluding internet and parking.

I am requesting an exception to this procedure for the following business purpose:

There were no available hotel rooms within (10) miles of my University business for \$275 or less.

The conference rate at the designated hotel exceeded \$275 per night.

Other – Please explain

*Amount including taxes and resort fees for which I am requesting approval*

\$ \_\_\_\_\_

\_\_\_\_\_  
(Signature of Traveler)

\_\_\_\_\_  
(Date of Travel)

Approved       Denied (Max paid will be \$275, plus applicable taxes and fees)

\_\_\_\_\_  
(Signature of Division VP)

\*\*\*This form MUST be attached to the 262 Travel Expense Claim Form in order to receive reimbursement at a higher rate than \$275. \*\*\*