



Lodging Exception Form

Name of Traveler

Per the CSU Travel and Business Expense Reimbursements Policy and CSUSM Travel Guidelines, when traveling within the US, room rates are not to exceed \$275 per night before taxes and fees.

Travelers to foreign destinations will receive a fixed per diem for lodging, meals and incidentals according to the [Federal Maximum Travel Per Diem Allowances for Foreign Areas](#). The amount reimbursed may not exceed 300% of the applicable federal rate established for the location of travel.

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

Amount PER NIGHT excluding taxes and resort fees for which I am requesting approval:

\$ _____

Traveler Signature

Date of Travel

Approved Denied (Maximum for location of travel will be paid)

PAT Member Signature

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