



## Finance Office Approval – Lodging Over GSA Rate

- All attempts should be made to secure lodging at or below the allowable rate.
- The traveler must select and the Finance Officer must approve the lodging that has the lowest rate quoted.
- Lodging is to be booked by contacting the hotel or through the Statewide Contracted Travel Agent.
- Over the Rate lodging request to be filed with the Agency Finance Office prior to travel.
- If the Statewide Contracted Travel Agent is used, attach confirming email from the travel agent to expense report.

Please do not mail this form to the BSC. This form must be attached to the expense report in SFS.

Section 1 – Traveler Information				
First Name	Last Name	MI	Departure Date (date trip began)	Return Date (date trip ended)
Title		Agency		
Allowed Lodging Rate for Location (rate listed on GSA website) \$		Approved Lodging Rate (rate approved by your Finance Office) \$		
Approved Lodging Establishment - Name and Address (where the traveler lodged)				
Reason For Request (why GSA rate for lodging was not obtained)				
<p>_____</p> <p>Employee Signature</p>				
Section 2 – Lodging Information (name, address, amount quoted, and contact name and number for all three locations contacted)				
	Hotel/Motel Name and Address	\$ Quoted	Contact Name & Phone Number	
1				
2				
3				
Section 3 – Approvals				
Supervisor Signature		Print Supervisor Name & Title		Date
Finance Officer Signature		Print Finance Officer Name & Title		Date