

LODGING RATE EXEMPTION FORM FOR RATES OVER GSA

Instructions: When special or unusual circumstances are involved, rates up to 300% higher than the applicable government lodging rate may be approved. However, the higher rate must be determined to be justifiable and necessary to conduct official business. Authorization for a higher rate must be received from the Company prior to booking. Lodging costs in excess of the applicable rate without prior approval are unallowable.

Subcontract (CW/PO) Number:	
Subcontractor Name:	
Business Travel City/State:	
Dates of Travel (Begin – End dates):	

The following circumstances exist to request that the traveler must be reimbursed up to 300% of the Federal Maximum Per Diem Rate for the above listed location and dates of travel:

GSA, DOS, or DOD Allowance	
Requested Lodging Rate:	
Maximum Lodging Rate:	
% in Excess of Applicable Rate:	

Select a reason below and provide the required information to support your request.

<input type="checkbox"/>	The traveler is attending a conference or event (must name event and how it correlates with the subcontract) that requires that lodging be procured at a pre-arranged place. The lodging costs incurred, because of these pre-arranged accommodations, exceeds the applicable government rate limitations for the business city. (Note: An additional explanation is required if a rental car is used because subcontractors are expected to substantially reduce ground transportation costs in the above circumstance.)
<input type="checkbox"/>	Travel is in an area where the applicable government rate limitation is generally adequate, but subsistence costs have escalated for a short period of time due to world fairs, conventions, or other special events. Consequently, affordable lodging is not available or cannot be obtained within a reasonable commuting distance of the business location and transportation costs to commute to and from the less expensive lodging would consume most or all of the savings achieved from occupying less expensive lodging. (Note: An additional explanation is required if a rental car is used because subcontractors are expected to substantially reduce ground transportation costs in the above circumstance)
<input type="checkbox"/>	Due to special duties of the business assignment, it will be necessary to incur unusually high expenses in the conduct of official business. (Further explanation must be provided for justification to procure superior or extraordinary accommodations exceeding the applicable government per diem allowance.)
<input type="checkbox"/>	Reason other than one listed above.

Explanation for Selection Above:

Seller	Technical Project Officer	Procurement Officer
Name:	Name:	Name:
Date:	Date:	Date: