

Mark the type of travel and the appropriate justification below.

Employee Name

Date

Destination and Hotel

Travel Dates

In-State

- Lodging costs at or below the maximum rate provided in the [Employee Travel Policy](#) are temporarily unavailable due to seasonal demand or to special functions such as fairs, sporting events, or conventions.
- Emergency travel arrangements preclude being able to find accommodations at costs or below the maximum rate provided in the Lodging Rates Policy.
- Remote locations with limited accommodations within a 15-mile radius preclude obtaining accommodations at or below the maximum rate provided in the Lodging Rates Policy.
- There is reasonable cause to believe person safety is at risk due to employment position.

Explanation:

Out-of-State

- Government rates are unavailable at the hotel **AND**
- Government or significantly lower rates are not available at another hotel within a reasonable distance; or
- It is necessary for purposes of accessibility and/or security to stay at the conference hotel; or
- Emergency or last minute travel arrangements preclude finding accommodations within the federal guidelines.

Explanation:

Click or tap here to enter text.

Approval to be Completed by Agency Authorized Personnel

Authorized Agency Official

Title

Date