





APPROVAL FOR EXCEEDING TRAVEL EXPENSE LIMITS\*

Provide below detailed itemized justification for exceeding lodging expenses conforming to those allowed by the applicable U. S. General Services Administration rate:

**Full Name and Title of Traveling Employee(s)/Official(s):** See attached Training Approval Request Form

**Dates of Travel:** Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Justification:**

The GSA lodging rate for the training conference is \$\_\_\_\_\_ per night excluding taxes and surcharges. The requested hotel lodging rate is \$\_\_\_\_\_ per night excluding taxes and surcharges which is consistent with the training conference lodging rate of the host hotel and hotels in the surrounding area. Additional optional justification:

Due to the high seasonal demand and limited options, approval for exceeding travel expense limits for lodging is respectfully requested.

**Request Approval to Exceed Standard Travel Expense Limits:**

\_\_\_\_\_  
Signature of Local Agency Project Director

\_\_\_\_\_  
Signature of Local Agency Head

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SCDPS OFFICIAL USE ONLY:**

**Approval to Exceed Standard Travel Expense Limits:**

\_\_\_\_\_  
Authorized Signature of OHSJP SRO Program

\_\_\_\_\_  
Authorized Signature of Grants Accounting

Printed Name : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Travel Costs:**

Travel costs for lodging must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at [www.gsa.gov](http://www.gsa.gov). Attendees will only be reimbursed up to the maximum allowable rate for lodging, excluding taxes and surcharges. For training conferences that are approved by the SRO Program, if hotel rates in the area exceed the GSA established rates then the agency may submit the "Approval for Exceeding Travel Expense Limits" form to the SCDPS prior to travel for consideration. Approval to exceed the GSA rate must also be in accordance with the individual agency's policies and procedures and must first be reimbursed by the agency prior to submission to the OHSJP for reimbursement.