Lodging Limit Justification

UCOP G-28 Travel policy limits lodging nightly rates to a maximum of $275/night when traveling in lower 48 states for less than 30 days. If requesting reimbursement for more than this limit, please complete the form and attach it to your Travel Expense Voucher.

Traveler's Full Name _____

Traveler's Employee or Non-employee ID _____

Check-out Date _____   Nightly Rate (requested) _____

Justification for exceeding policy limits (select one):

Booked using discounted rate provided by conference;

REQUIRED DOCUMENTATION:
- Screenshot or conference flier with lodging information.

Booked lowest reasonable lodging available in the vicinity of the meeting or trip location;

REQUIRED DOCUMENTATION:
- Screenshots of lodging search results, made at time of booking

Booked lodging before policy effective date;

REQUIRED DOCUMENTATION:
- Proof of reservation, rates, and date booked prior to October 15th, 2017.

Other.
Provide detailed justification:

Attach completed form and accompanying documentation to your Travel Expense Voucher.