



OFFICE OF THE DEAN
COLLEGE OF ENGINEERING

SANTA BARBARA, CALIFORNIA 93106
Telephone: 805-893-3141

EXCEPTION FOR LODGING OVER FEDERAL PER DIEM RATE:

Submit this form, completed by the traveler & Dept. Chair along with the Travel Expense Voucher form, when lodging is 1-199% over the destination city's federal per diem rate. If rate exceeds 200%, the Dean will need to approve in addition to the Dept. Chair

Traveler's Name: _____ Dates of Trip: _____
 Destination: _____ Lodging Per Diem Rate: _____
 Actual Room Rate (room rate only) _____ % Over Federal Per Diem: _____

Reason for Exception: Circle the applicable option:

1. Lodging's proximity to meeting place and public transportation -- *Lodging closest to meetings/conferences can be more expensive than hotels further away. Benefits are travelers eliminate or minimize additional transportation cost. After evening activities won't require travelers to use public transportation at night in potentially undesirable locations. Time spent navigating/traveling in unfamiliar locations can be prohibitive and stressful.*
2. Quoted rates at all hotels within the area are higher than the per diem rates listed for the destination – *provide 2 or more price listings from comparable nearby hotels*
3. Lodging provided internet at a reasonable cost or for free -- *Many faculty have computers without ethernet ports so wireless connections are needed*
4. Limited lodging availability due to large event(s) at destination --*If several large events/meetings coincide with traveler's lodging needs, it may cause rates to rise or sell out due to increased demand*
5. Lodging rate is negotiated rate for the meeting/conference that is being attended. -- *Staying at the hotel where the meeting is held is beneficial for transportation considerations, parking, networking opportunities before and after meetings, etc.*
6. Other – *Please explain in detail*

Traveler

Date

Dept. Chair/Director

Date

Dean

Date

****Dean's signature required on lodging 200% or more over the federal per diem rate****