

HIGHLINE COLLEGE

150% MAXIMUM LODGING & EXCEPTION AUTHORIZATION

(Must be attached to the Prior Approval for Travel Form)

FROM:

Traveler's Name

DATE(S) OF TRAVEL:

SUBJECT: Request and Authorization to Exceed Maximum Allowable Lodging Rate (not to exceed 150%) while on

College Business to

City and State

The purpose of this memo is to obtain approval of lodging expenses in excess of the maximum allowable rate, as outlined on the attached Prior Approval for Travel form. This expense in excess of the maximum allowable lodging rate is due to the following condition(s) as indicated by the selections(s) below:

- ☐ 1. The traveler will attend a meeting, convention, or training session where the traveler will have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the employee to stay at the lodging facility where the meeting, convention or training session will be held; or
- ☐ 2. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site would be consumed by an increase in transportation and other costs; or
- ☐ 3. To comply with provisions of the Americans with Disabilities Act (refer to Subsection 10.10.40), or when the health and safety of the traveler is at risk (refer to Subsection 10.10.35); or
- ☐ 4. When the costs in the area have escalated for a brief period of time either due to special events or a disaster; or
- ☐ 5. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire both a meeting room and a room for lodging; or
- ☐ 6. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.

IN-STATE LODGING EXCEPTION: (50 mile rule)

Under one of the following conditions, reimbursement for lodging expenses is allowed when the temporary duty station is located within fifty (50) miles of the closer of either the traveler's official residence or official station.

- ☐ 1. An overnight stay to avoid having an employee drive back and forth for back-to-back late night/early morning meetings, convening by 8 AM and concluding after 8 PM, as evidenced by an agenda; or
- ☐ 2. When the health and safety of travelers is of concern pertaining to severe inclement weather or sudden on-set of incapacitating illness; or
- ☐ 3. When an employee can demonstrate in writing that staying overnight is more economical to the College.

Approved:

Vice President (signature required)

Date: