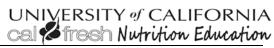
EXCESS LODGING RATE REQUEST / APPROVAL





Prior approval is required for amounts that exceed the delegated State lodging rates.						
CLAIMANT'S NAME		OFFICE ADDRESS (City, State and ZIP Code)				COUNTY
WORK PHONE NUMBER		E-MAIL ADDRESS				
\square Regular travel over α	L REQUIRED (Attach docume current state rate up to \$150. gs and conventions up to \$15	00 per nigh	t.	enda, lodging	requirements, re	gistration, etc.])
CURRENT STATE LODGING REIMBURSEMENT RATES:						
All California counties not listed below Napa, Riverside and Sacramento Counties Los Angeles, Orange, Ventura Counties and Edwards AFB Alameda, Monterey, Santa Clara and San Mateo counties and San D						
San Francisco County and the City of Santa Monica Actual expense <u>supported by a receipt</u> up to \$150 per night, plus tax						
TRAVEL DATES	FROM (MM/DD/YYYY) TO (MM/DD/YYYY)		LODGING INFORMATION		LODGING NAME ADDRESS	
POINT OF ORIGIN		CITY, STATE, ZIP CODE				
DESTINATION (Address, City, State and ZIP Code)			PHONE		ROOM RATE	
REASON FOR TRIP					\$	
 □ Employee is required to stay at lodging site. □ Employee requires "reasonable accommodation." □ UC business will be conducted in late night meetings. □ Cost of transportation to alternative lodging equals cost of requested lodging. □ Other. Please specify: □ Other. Please specify:						
Explain why each of the above checked reasons apply. Document "Good Faith" effort to obtain lodging rates from 3 vendors requesting the state rate for the location of travel.						
I request prior approval of a lodging rate in excess of the state maximum rate for this destination.						
CLAIMANT'S SIGNATURE CLAIMAN			r'S TITLE DATE		DATE SIGNED	(MM/DD/YYYY)
COUNTY CONTACT NAME		COUNTY			COUNTY CONTACT'S PHONE NUMBER	
COUNTY CONTACT (Signature)		COUNTY CONTACT'S TITLE		DATE APPROVED BY COUNTY (MM/DD/YYYY)		
STATE OFFICE APPROVAL (Sig	STATE OFFICE APPROVER'S TITLE			DATE APPROVE	DATE APPROVED BY STATE OFFICE	
<u>></u>				(MM/DD/YYYY	(MM/DD/YYYY)	

*Note: Excess lodging requests need to be approved in advance of the travel. The final approved copy needs to be submitted with your travel receipts in MyTravel.