

PRIOR APPROVAL REQUEST FOR

EXCEPTION TO THE MAXIMUM LODGING ALLOWANCE

(Date)

(Traveler/Title)

(Department)

(Dates of Travel)

(Budget Number)

(Destination) Per Diem Rate:

(Hotel) Cost of Hotel:

(Why is it necessary to use this hotel rather than a hotel that meets per diem limit?)

(Purpose of Trip)

(How Travel Relates to Work Assignment)

(Description of Expected Benefits)

[AUTHORIZED PERSON:](http://www.washington.edu/admin/rules/APS/70.02.html#3)

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Name/ Title Date