Exceeding Maximum Per Diem Form

Please check the box that applies and turn in with Travel Authorization Form in accordance with SAAM Chapter 10 and SVC Policies. (Ref. http://www.ofm.wa.gov/policy/10.htm)

Employee Name | Date | Conference/Training/Class | Conference/Training/Class Date

☐ **Payment of Lodging Exceeding Per Diem Amounts but *Less Than 150%*** (SAAM Chapter 10.30.20 - Ref. http://www.ofm.wa.gov/policy/10.30.htm#10.30.20)

Authorized Expense Explanation - Please mark which one applies in the X Column	X	Per Diem	Actual Cost
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.	☐		
Costs in the area have escalated for a brief period of time either during special events or disasters.	☐		
Lodging accommodations in area are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.	☐		
Traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Maximum benefit will be achieved by the traveler staying at the lodging facilities where the meeting (etc.) is held.	☐		
To comply with provisions of the Americans with Disabilities Act (SAAM Chapter 10.10.40 Ref. http://www.ofm.wa.gov/policy/10.10.htm#10.10.40)	☐		
Health and safety of the traveler is at risk (SAAM Chapter 10.10.35 Ref. http://www.ofm.wa.gov/policy/10.10.htm#10.10.35).	☐		
Meeting room facilities are necessary and it is more economical to acquire special lodging accommodations instead of acquiring a meeting room and a lodging room.	☐		

Employee Signature | Date | Financial Affairs Reviewer Signature | Date

☐ **Payment of Lodging *Exceeding 150%* of the Maximum Per Diem Amount** (SAAM Chapter 10.30.20 - Ref. http://www.ofm.wa.gov/policy/10.30.htm#10.30.20)

Authorized Expense Explanation- Must meet all three conditions	X	Per Diem	Actual Cost
Traveler is required to attend a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in addition to scheduled events and,			
Maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held and,			
The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or it's file location referenced.			

Employee Signature | Date | Financial Affairs Reviewer Signature | Date

Out-of-State Per Diem rates are on the U.S. General Service Administration (GSA) website.
http://www.gsa.gov/portal/category/21287