

Exceptions to the maximum allowable lodging rates
(Over 150% Rule)

OFM does allow exceptions to the maximum allowable lodging rates, even when the amount is over 150% of allowable per diem rate, if the below list of conditions are met.

If **ALL of** the following conditions are met, the Business Office may approve **payment in excess of 150%** of the maximum per diem amount for the location: (Please check all boxes, attach any documentation that supports reason below, and verify they are true statements, by signing below.)

Name of Hotel/Lodging Facility

Dates of Travel

Location and Per Diem Rate

Nightly Hotel Rate

- The traveler attends a meeting, conference, convention, or training session where they are **required** to have **business interaction** with other participants at the lodging facility; **AND**
- The Traveler stays at the lodging facility where the meeting, conference, convention, or training session is held; **AND**.
- The lowest available rate at the lodging facility exceeds 150% of the applicable per diem amount for the location.
Documentation supporting the lodging rates must be attached to the travel voucher for reimbursement.

Signature and Printed Name

Date

Business Office Approval

Date