

SHORELINE COMMUNITY COLLEGE

Maximum Lodging Exception Form

Use this form to obtain approval for lodging expenses in excess of the maximum allowable rate as calculated in the Travel Authorization (TA) for the traveler listed below. **ctcLink TA Number:** _____

Traveler Name: _____ **Date(s) of Travel:** _____

REQUEST AUTHORIZATION TO EXCEED MAXIMUM ALLOWABLE LODGING RATE WHILE ON COLLEGE BUSINESS (NOT TO EXCEED 150% OF PER DIEM RATE)

Event/Venue for College Business Travel: _____

This lodging expense is due to the following condition(s) as indicated by the selections below:

- The traveler will attend a conference, training session, convention, meeting, or other specified event where they will have business interaction with other participants in addition to scheduled events. It is more economical for the traveler to lodge at the facility where the event 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 by 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 Americans with Disabilities Act (refer to Washington SAAM* Subsection 10.10.40), or when the health and safety of the traveler is at risk (Washington SAAM Subsection 10.10.35); or
- 4. When the costs in the area where traveler's business occurs have escalated for a brief period of time due to special events, seasonal tourism, natural 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 lodging room; or
- 6. When the 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 OR GREATER ONE WAY COMMUTE)

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

- An overnight stay to avoid having an employee drive to and from the temporary duty station for back-to-back early morning/late night meetings convening by 8:00 AM and concluding after 8:00 PM as evidenced by an agenda; or
- 2. When the health and safety of the traveler is of concern pertaining to inclement weather or sudden onset of incapacitating illness; or
- 3. When the traveler can demonstrate in writing that staying overnight is more economical for the college.

Approver Signature: _____

Date: _____

