

STEPHANIE S. ELIZALDE ED.D.
SUPERINTENDENT OF SCHOOLS



ACTION

DATE:

TO:

FROM:

SUBJECT: Lodging Overage Approval

According to DEE Regulation, lodging costs over the GSA rate cannot be advanced or reimbursed without the manager/supervisor's written approval.

DEE Regulation Policy: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=361&code=DEE#regulationsTabContent>
GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

After reviewing my lodging options, I have found the cost will be over the GSA rate. This will leave an unavoidable overage cost.

Please review the following information for lodging overage approval.

Traveler Name:		
Event Name:		
Event Date(s):		
Event Location: (City & State)		
Lodging Cost Total:	GSA Rate Total:	Overage Cost:
Justification for Overage:		

I certify the lodging overage is justified and unavoidable.

Traveler Printed Name

Traveler Signature

I approve the lodging overage cost for the reasons described above.

Supervisor Printed Name

Supervisor Signature

LIST OF TRAVELERS

*USE ONLY IF A GROUP IS TRAVELING TO THE SAME EVENT WITH THE SAME LODGING EXPENSES.
THE LIST ALONG WITH THE LODGING APPROVAL MEMO MUST BE ATTACHED TO EACH EXPENSE REPORT.*

TRAVELER'S PRINTED NAME	TRAVELER'S SIGNATURE

LODGING OVERAGE APPROVAL MEMO INSTRUCTIONS

Please use the information below to assist you with completing the Lodging Overage Approval Memo.

1. **DATE:** Enter today's date.
2. **TO:** Enter the approving supervisor's name.
3. **FROM:** Enter the traveler's name.
 - a. If a group is traveling to the same event and has the same lodging expenses, fill out the List of Travelers form on page 2. One traveler can be on the form with a notation to see the attached list of travelers.
4. Enter event information in the appropriate boxes.
5. Enter lodging calculations: Use your lodging quote and the GSA website to calculate the overage cost.
<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=361&code=DEE#regulationsTabContent>
 - a. **GSA Daily Rate X No. of Days = Total GSA Rate**
 - b. **Lodging Cost Total – GSA Rate Total = Overage Cost**
6. Print the form.
7. Obtain the appropriate signatures.
8. Scan the document and upload it to your expense report.